Media Digital Alliance Sdn Bhd

MXAE USER MANUAL

Copyright 2010 Media Digital Alliance Sdn Bhd

TABLE OF CONTENTS

PART ONE: GETTING STARTED....15
CHAPTER 1 MXAE OVERVIEW....16
1.1. WHAT IS MXAE?....16
1.2. WHAT CAN MXAE DO?....16
1.3. MXAE AS A CONTENT MANAGEMENT SYSTEM....17
1.4. MXAE AS AN APPLICATION MANAGEMENT SYSTEM....17
CHAPTER 2 TECHNICAL DATASHEET....19
2.1. KEY DESIGN DIRECTION....19
2.2. SYSTEM SPECIFICATION....19
2.3. LOGICAL COMPONENTS....20
2.4. INTEGRATED ARCHITECTURE....21
2.5. INSTALLATION GUIDE....22
CHAPTER 3 WHAT YOU SHOULD KNOW....23
3.1. MXAE USERS....23
3.2. WEB CONCEPTS....25
3.3. WEB CONTENT MANAGEMENT....26
CHAPTER 4 MANAGING YOUR MXAE ACCOUNT....28
4.1. ACCESS INTO MXAE ACCOUNT....28
4.2. LOGGING IN....28
4.3. MXAE CONSOLE DISPLAY....29
4.4. MODULES IN THE MENU BAR PANEL AND LIST PANEL....30
4.5. FEATURES OF MXAE USER INTERFACE....31
4.6. LOGGING OUT....37
4.7. MY PREFERENCES....38
4.7.1. HOW TO VIEW MY PREFERENCES?....39
4.7.2. HOW TO DELETE MY PREFERENCES....39
4.7.3. HOW TO DELETE FAVOURITE SHORTCUTS?....39
4.8. CHANGE PASSWORD....40
4.9. LOST PASSWORD....41
4.10. VIEW PROFILE....41
4.10.1. EDIT PROFILE....42
4.11. YOUR TASKS....42
4.12. FAVOURITE SHORTCUTS....43
4.12.1. HOW TO ADD CHANNEL INTO FAVOURITE SHORTCUTS?....43
4.12.2. HOW TO ADD PROGRAM INTO FAVOURITE SHORTCUTS?....44
PART TWO: PLANNING A WEBSITE....45

CHAPTER 5 STRUCTURING YOUR WEBSITE CONTENTS 46
5.1. PLANNING CONTENT CATEGORISATION 46
5.2. PLANNING FOLDERS 47
5.2.1. WHAT ARE CHANNELS? 47
5.2.2. WHAT ARE PROGRAMS? 48
5.2.3. WHAT ARE ARTICLES? 48
5.2.4. HOW TO GROUP ARTICLES? 48
5.2.5. RELATIONSHIP BETWEEN CHANNELS, PROGRAMS AND ARTICLES 49
5.3. STORING IMAGES 50
5.3.1. STORING IN REPOSITORY AND FILE MANAGEMENT 50
5.4. PLANNING FORMSETS 51
5.4.1. HOW TO PLAN THE FORMSETS? 51
5.4.2. WHY ARE FORMSETS IMPORTANT? 52
CHAPTER 6 SETTING UP USERS 53
6.1. PROCESS OF SETTING UP USERS 53
6.2. IDENTIFY ROLES 53
6.3. IDENTIFY PERMISSION AND RIGHTS 54
6.4. CREATE USER 55
6.5. PLAN WORKFLOW 55
CHAPTER 7 DESIGNING A WEBSITE 56
7.1. BASICS OF WEBSITE DESIGN 56
7.2. WHAT IS CHUNKING? 56
7.3. MXAE TEMPLATE CHUNKING 57
CHAPTER 8 UNDERSTANDING TEMPLATES 59
8.1. WHAT ARE TEMPLATES? 59
8.2. WHAT ARE THEMES? 59
8.3. CONCEPT OF THEMES AND TEMPLATES IN MXAE 60
8.4. HOW MXAE DISPLAYS A WEBPAGE 61
8.5. THEME RULES 62
PART THREE: CREATING A WEBSITE 63
CHAPTER 9 CREATING FORMSETS 64
9.1. FORMSETS IN MXAE 64
9.2. FORMSET FEATURES 65
9.3. HOW TO VIEW FORMSET TABLE 66
9.4. HOW TO CREATE FORMSET 66
9.5. HOW TO EDIT FORMSET 74
9.6. HOW TO VIEW FORMSET DETAIL 74
9.7. HOW TO DELETE A SINGLE FORMSET 74
9.8. HOW TO DELETE MULTIPLE FORMSETS 75
9.9. HOW TO REUSE FORMSET 75

9.10. HOW TO ADD NEW FIELDSET IN EXISTING FORMSET 76
9.11. HOW TO EDIT FIELDSET IN EXISTING FORMSET 77
9.12. HOW TO DELETE FIELDSET IN AN EXISTING FORMSET 78
9.13. HOW TO VIEW FIELDSET DETAILS 78
9.14. HOW TO RANK FIELDSETS 78
9.15. HOW TO UPDATE THE FORMSET LIST 79
CHAPTER 10 CREATING CHANNELS 80
10.1. HOW TO CREATE A CHANNEL 80
10.2. HOW TO COPY CHANNEL 83
10.3. HOW TO ADD NEW VIRTUAL CHANNEL 84
10.4. HOW TO COPY AND CREATE NEW VIRTUAL CHANNEL 84
10.5. HOW TO ADD NEW SUB-CHANNEL IN AN EXISTING CHANNEL 85
10.6. HOW TO EDIT CHANNEL 85
10.7. HOW TO DELETE CHANNEL OR VIRTUAL CHANNEL 86
10.8. HOW TO VIEW CHANNEL DETAILS 86
10.9. HOW TO REFRESH CHANNEL LISTING 86
10.10. HOW TO MOVE A SUB-CHANNEL 86
CHAPTER 11 CREATING PROGRAMS 87
11.1. HOW TO CREATE A PROGRAM 87
11.2. HOW TO ADD NEW VIRTUAL PROGRAM 91
11.3. HOW TO REFRESH PROGRAM LISTING 91
11.4. HOW TO EDIT PROGRAM 91
11.5. HOW TO DELETE PROGRAM 92
11.6. HOW TO COPY PROGRAM 92
11.7. HOW TO COPY AND CREATE NEW VIRTUAL PROGRAM 92
11.8. HOW TO VIEW PROGRAM DETAILS 93
11.9. HOW TO MOVE PROGRAM 93
CHAPTER 12 CREATING USERS 94
12.1. STEPS BEFORE CREATING A NEW USER 94
12.2. WORKING ON ROLE 94
12.2.1. HOW TO CREATE A NEW ROLE 95
12.2.2. HOW TO REFRESH ROLE LIST 96
12.2.3. HOW TO VIEW ROLE DETAILS 96
12.2.4. HOW TO EDIT ROLE 96
12.2.5. HOW TO COPY ROLE 96
12.2.6. HOW TO DELETE ROLE 96
12.3. HOW TO ASSIGN PERMISSION FOR ROLE 96
12.4. WORKING ON CONTACT 99
12.4.1. HOW TO CREATE A NEW CONTACT 99
12.4.2. HOW TO REFRESH CONTACT LIST 100

12.4.3. HOW TO VIEW CONTACT DETAILS 100
12.4.4. HOW TO EDIT CONTACT 100
12.4.5. HOW TO DELETE CONTACT 101
12.5. WORKING ON USER 101
12.5.1. HOW TO CREATE A NEW USER 101
12.5.2. HOW TO REFRESH USER LIST 102
12.5.3. HOW TO VIEW USER DETAILS 102
12.5.4. HOW TO EDIT USER 102
12.5.5. HOW TO SET ACCOUNT EXPIRATION FOR USER 103
12.5.6. HOW TO RESET PASSWORD FOR USER 103
12.5.7. HOW TO DELETE USER 103
CHAPTER 13 CREATING WORKFLOW 104
13.1. STEPS TO CREATE WORKFLOW 104
13.2. WORKING ON WORKFLOW 105
13.2.1. HOW TO CREATE A NEW WORKFLOW 106
13.2.2. HOW TO ADD A USER TO WORKFLOW 107
13.2.3. HOW TO MOVE USER TO OTHER LEVEL 108
13.2.4. HOW TO COPY USER TO OTHER LEVEL 108
13.2.5. HOW TO REMOVE USER FROM WORKFLOW 109
13.2.6. HOW TO ADD MULTIPLE WORKFLOW LEVELS 109
13.2.7. HOW TO DELETE WORKFLOW LEVEL 109
13.2.8. HOW TO INSERT A WORKFLOW FILTER 110
13.2.9. HOW TO REFRESH WORKFLOW LISTING 110
13.2.10. HOW TO EDIT WORKFLOW 110
13.2.11. HOW TO COPY WORKFLOW 111
13.2.12. HOW TO VIEW WORKFLOW DETAIL 111
13.2.13. HOW TO DELETE WORKFLOW 111
13.2.14. HOW TO MANAGE YOUR WORKFLOW 112
13.3. SETTING CONTROLS AND CONDITIONS – WORKFLOW FILTER 112
13.3.1. HOW TO GET TO WORKFLOW FILTER 112
13.3.2. HOW TO ADD NEW WORKFLOW FILTER 113
13.3.3. HOW TO EDIT WORKFLOW FILTER 114
13.3.4. HOW TO REFRESH WORKFLOW FILTER 114
13.3.5. HOW TO VIEW WORKFLOW FILTER DETAIL 114
13.3.6. HOW TO COPY WORKFLOW FILTER 115
13.3.7. HOW TO DELETE WORKFLOW FILTER 115
13.4. HOW TO CREATE A MASTER LIST 115
CHAPTER 14 STORING FILES/IMAGES IN REPOSITORY 117
14.1. WHAT IS REPOSITORY? 117
14.2. WORKING ON REPOSITORY 118

14.3. HOW TO ADD FILES / IMAGES TO REPOSITORY 118
14.4. HOW TO REPLACE FILES / IMAGES IN REPOSITORY 120
14.5. HOW TO DELETE FILES / IMAGES FROM REPOSITORY 120
14.6. HOW TO REFRESH REPOSITORY LISTING 120
14.7. HOW TO VIEW REPOSITORY LISTING 120
14.8. HOW TO CHANGE STORAGE DESTINATION 121
CHAPTER 15 CREATING THEMES AND TEMPLATES 122
15.1. THEMES AND TEMPLATES – THE DIFFERENCE 122
15.2. WORKING ON THEME 122
15.2.1. HOW TO ADD NEW THEME 123
15.2.2. HOW TO ADD NEW THEME USING AUTOMATICALLY CREATE TEMPLATE FUNCTION .. 124
15.2.3. HOW TO REFRESH THEME 125
15.2.4. HOW TO VIEW THEME DETAILS 125
15.2.5. HOW TO EDIT THEME 125
15.2.6. HOW TO COPY A THEME 125
15.2.7. HOW TO DELETE THEME 125
15.2.8. HOW TO SET A THEME AS DEFAULT 125
15.2.9. HOW TO SET THEME AS PUBLIC 126
15.2.10. HOW TO SET THEME AS PRIVATE 126
15.3. MANAGING TEMPLATES 126
15.4. WORKING ON TEMPLATE 127
15.4.1. HOW TO ADD NEW TEMPLATE 128
15.4.2. HOW TO REFRESH TEMPLATE 129
15.4.3. HOW TO VIEW TEMPLATE DETAILS 129
15.4.4. HOW TO EDIT TEMPLATE 129
HOW TO COPY TEMPLATE 132
15.4.5. HOW TO CREATE NEW FOLDER 132
15.4.6. HOW TO MOVE A TEMPLATE 133
15.4.7. HOW TO PARSE TEMPLATE 133
15.4.8. HOW TO DOWNLOAD TEMPLATE 133
15.4.9. HOW TO SET VERSION CONTROL FOR A TEMPLATE 134
15.4.10. HOW TO DELETE TEMPLATE / FOLDER 134
15.5. HOW TO SET TEMPLATE AS PUBLIC 134
15.5.1. HOW TO SET TEMPLATE AS PRIVATE 135
15.6. SETTING THEME RULES 135
15.6.1. HOW TO GET TO THEME RULE 136
15.6.2. HOW TO ADD NEW THEME RULE 136
15.6.3. HOW TO REFRESH THEME RULE 137
15.6.4. HOW TO VIEW THEME RULE DETAILS 137
15.6.5. HOW TO EDIT THEME RULE 138

15.6.6. HOW TO COPY THEME RULE 138
15.6.7. HOW TO ACTIVATE THEME RULE 138
15.6.8. HOW TO SUSPEND THEME RULE 138
15.6.9. HOW TO DELETE THEME RULE 138
PART FOUR: MANAGING CONTENTS 139
CHAPTER 16 CREATING CONTENTS 140
16.1. UPLOADING CONTENTS INTO MXAE 140
16.2. FUNCTIONS ON CONTENT VIEW PANEL 140
16.3. RIGHT CLICK FUNCTIONS ON CONTENT VIEW 142
16.4. HOW TO VIEW CHANNEL, PROGRAMS AND ARTICLES 143
16.5. HOW TO ADD NEW ARTICLE 143
16.6. HOW TO REFRESH ARTICLE LISTING 145
16.7. HOW TO EDIT ARTICLE 145
16.8. HOW TO DELETE ARTICLE 145
16.9. HOW TO USE ADVANCE FIND IN ARTICLE 145
16.10. HOW COPY ARTICLE 146
16.11. HOW TO MOVE / COPY ARTICLE TO ANOTHER PROGRAM 147
16.12. HOW TO SCHEDULE AN ARTICLE 147
16.13. HOW TO MAP ARTICLE TO PROGRAM 148
16.14. HOW TO ATTACH A WORKFLOW 149
16.15. HOW TO REMOVE A WORKFLOW 149
16.16. HOW TO SAVE ARTICLE AS DRAFT 150
16.17. HOW TO VIEW ARTICLE DETAILS 150
16.18. HOW TO VIEW APPROVAL LOG 151
16.19. HOW TO ADD ARTICLE THREADS 151
16.20. HOW TO SET VERSION CONTROL 151
16.21. HOW TO USE HTML EDITOR 152
16.21.1. HOW TO USE TEXT FORMATTING FUNCTIONS 155
16.21.2. HOW TO USE ALIGNMENT FUNCTIONS 155
16.21.3. HOW TO USE BULLET AND NUMBERING FUNCTIONS 156
16.21.4. HOW TO USE INDENT FUNCTIONS 156
16.21.5. HOW TO USE TEXT FUNCTIONS 157
16.21.6. HOW TO USE TABLE FUNCTIONS 158
16.21.7. HOW TO INSERT IMAGE IN ARTICLE 159
16.22. HOW TO REJECT AN ARTICLE 161
16.23. HOW TO APPROVE AN ARTICLE 161
PART FIVE: MANAGING WEBSITE 162
CHAPTER 17 MEMBERSHIP 163
17.1. MEMBERSHIP FUNCTION IN MXAE 163
17.2. HOW TO GET TO MEMBERSHIP FUNCTION 164

17.3. HOW TO ADD MEMBER 164
17.4. HOW TO REFRESH MEMBER LIST 166
17.5. HOW TO VIEW MEMBER DETAILS 166
17.6. HOW TO EDIT MEMBER PROPERTIES 166
17.7. HOW TO CREATE A COPY FROM EXISTING MEMBER 166
17.8. HOW TO SEARCH MEMBER 167
17.9. HOW TO EXPORT MEMBER 168
17.10. HOW TO MAP MEMBER TO ANOTHER PROGRAM 169
17.11. HOW TO ACTIVATE MEMBER 170
17.12. HOW TO SUSPEND MEMBER 170
17.13. HOW TO RESET MEMBER PASSWORD 170
17.14. MEMBERSHIP GROUP 171
17.14.1. HOW TO ADD NEW MEMBERSHIP GROUP 171
17.14.2. HOW TO GROUP MEMBERS INTO MEMBERSHIP GROUPS 172
17.14.3. HOW TO VIEW MEMBER'S MEMBERSHIP GROUP DETAILS 172
17.14.4. HOW TO EDIT MEMBER'S MEMBERSHIP GROUP 173
17.14.5. HOW TO COPY MEMBERSHIP GROUP 173
17.14.6. HOW TO DELETE MEMBERSHIP GROUP 174
CHAPTER 18 MAIL TO MEMBERS 175
18.1. MAIL TO MEMBERS FUNCTION 175
18.2. HOW TO GET TO 'MAIL TO MEMBER' FUNCTION 175
18.3. HOW TO CREATE / ADD MAIL TO MEMBER 176
18.4. HOW TO REFRESH MAIL TO MEMBER LIST 177
18.5. HOW TO VIEW/EDIT MAIL TO MEMBER DETAILS 177
18.6. HOW TO COPY MAIL TO MEMBER 178
18.7. HOW TO SEND MAIL TO MEMBER GROUPS 178
18.8. HOW TO DELETE MAIL TO MEMBER 178
CHAPTER 19 BAN MEMBERS' POSTING 179
19.1. BAN MEMBERS' POSTING FUNCTION 179
19.2. HOW TO GET TO BAN POSTING LIST 179
19.3. HOW TO ADD NEW BAN POSTING LIST 180
19.4. HOW TO REFRESH BAN POSTING LIST 181
19.5. HOW TO VIEW BAN POSTING LIST DETAILS 181
19.6. HOW TO EDIT BAN POSTING LIST 181
19.7. HOW TO COPY BAN POSTING LIST 181
19.8. HOW TO ACTIVATE BAN POSTING LIST 182
19.9. HOW TO SUSPEND BAN POSTING LIST 182
19.10. HOW TO DELETE BAN POSTING LIST 182
CHAPTER 20 SUB-DOMAIN REDIRECTION 183
20.1. WHAT IS SUB-DOMAIN REDIRECTION 183

20.2. HOW TO GET TO SUB-DOMAIN REDIRECTION 183
20.3. HOW TO ADD NEW SUB-DOMAIN REDIRECTION 184
20.4. HOW TO REFRESH SUB-DOMAIN REDIRECTION LISTING 185
20.5. HOW TO VIEW SUB-DOMAIN REDIRECTION DETAILS 185
20.6. HOW TO EDIT SUB-DOMAIN REDIRECTION 185
20.7. HOW TO COPY A SUB-DOMAIN REDIRECTION 185
20.8. HOW TO DELETE SUB-DOMAIN REDIRECTION 185
20.9. HOW TO ACTIVATE SUB-DOMAIN REDIRECTION 186
20.10. HOW TO SUSPEND SUB-DOMAIN REDIRECTION 186
CHAPTER 21 PAGE ACCELERATOR 187
21.1. WHAT IS PAGE ACCELERATOR 187
21.2. HOW TO VIEW PAGE ACCELERATOR 187
21.3. HOW TO ADD PAGE ACCELERATOR 188
21.4. HOW TO REFRESH PAGE ACCELERATOR 190
21.5. HOW TO EDIT PAGE ACCELERATOR 190
21.6. HOW TO COPY PAGE ACCELERATOR 190
21.7. HOW TO ACTIVATE PAGE ACCELERATOR 191
21.8. HOW TO SUSPEND PAGE ACCELERATOR 191
21.9. HOW TO DELETE PAGE ACCELERATOR 192
21.10. HOW TO RESET CACHE 192
CHAPTER 22 SEARCH AND INDEXING 193
22.1. WHAT IS SEARCH AND INDEXING 193
22.2. HOW TO SET SEARCH IN MXAE? 193
CHAPTER 23 BANNER ADS 195
23.1. WHAT IS BANNER ADS 195
23.2. HOW TO START ADS CAMPAIGN 195
23.3. HOW TO WORK ON ADS IMAGE 196
23.3.1. HOW TO ADD NEW ADS IMAGE 196
23.3.2. HOW TO REFRESH ADS IMAGE 197
23.3.3. HOW TO EDIT ADS IMAGE 197
23.3.4. HOW TO DELETE ADS IMAGE 198
23.4. HOW TO WORK ON BANNER ADS 198
23.4.1. HOW TO ADD NEW BANNER ADS 199
23.4.2. HOW TO REFRESH BANNER ADS 200
23.4.3. HOW TO EDIT BANNER ADS 200
23.4.4. HOW TO DELETE BANNER ADS 200
23.5. HOW TO WORK ON ADS CAMPAIGN 201
23.5.1. HOW TO ADD NEW CAMPAIGN? 201
23.5.2. HOW TO REFRESH ADS CAMPAIGN 204
23.5.3. HOW TO EDIT ADS CAMPAIGN 204

23.5.4. HOW TO DELETE ADS CAMPAIGN 204
23.5.5. HOW TO ACTIVATE ADS CAMPAIGN 204
23.5.6. HOW TO SUSPEND ADS CAMPAIGN 205
23.6. HOW TO GENERATE BANNER ADS REPORT 205
CHAPTER 24 POLLING 207
24.1. ABOUT POLLING 207
24.2. HOW TO VIEW POLLING 207
24.3. HOW TO ADD NEW POLLING 208
24.4. HOW TO REFRESH POLLING 209
24.5. HOW TO EDIT POLLING 209
24.6. HOW TO VIEW POLLING DETAILS 209
24.7. HOW TO DELETE POLLING 209
PART SIX: MANAGING MXAE 210
CHAPTER 25 AUDIT TRAIL 211
25.1. ABOUT AUDIT TRAIL 211
25.2. HOW TO VIEW AUDIT TRAIL 211
25.3. HOW TO REFRESH AUDIT TRAIL 212
25.4. HOW TO USE ADVANCE FIND IN AUDIT TRAIL 212
25.5. HOW TO PRINT CURRENT VIEW IN AUDIT TRAIL 213
25.6. HOW TO EXPORT AUDIT TRAIL 214
25.7. HOW TO VIEW AUDIT TRAIL ARCHIVE 215
CHAPTER 26 FILE MANAGEMENT 216
26.1. ABOUT FILE MANAGEMENT 216
26.2. HOW TO VIEW FILE MANAGEMENT 216
26.3. HOW TO ADD NEW FILE TO FILE MANAGEMENT 217
26.4. HOW TO ADD NEW FOLDER OR SUB FOLDER 218
26.5. HOW TO RENAME FOLDER OR FILE 219
26.6. HOW TO REFRESH FILE MANAGEMENT 219
26.7. HOW TO VIEW FILE MANAGEMENT DETAILS 219
26.8. HOW TO DOWNLOAD FILE 219
26.9. HOW TO DELETE FILE OR FOLDER 219
CHAPTER 27 ABOUT 220
27.1. HOW TO VIEW ABOUT 220
CHAPTER 28 WEBSITE PROPERTY 221
28.1. ABOUT WEBSITE PROPERTY 221
28.2. HOW TO VIEW WEBSITE PROPERTY 221
28.3. HOW TO REFRESH WEBSITE PROPERTY 222
28.4. HOW TO EDIT WEBSITE PROPERTY 222
CHAPTER 29 WEBSITE VARIABLES 223
29.1. ABOUT WEBSITE VARIABLES 223

29.2. HOW TO VIEW WEBSITE VARIABLES 223
29.3. HOW TO ADD WEBSITE VARIABLES 224
29.4. HOW TO REFRESH WEBSITE VARIABLES 224
29.5. HOW TO EDIT WEBSITE VARIABLES 224
29.6. HOW TO DELETE WEBSITE VARIABLES 225

Overview

This User Manual details the features of MXAE's Application Management Systems ("AMS") and provides step-by-step instructions to use the functions in developing a website. While it does not address details of Programming or Application development, MXAE offers its strong platform for Web application building.

This User Manual should be used together with the other guides and manuals to achieve maximum benefit. You should refer to the various resources at http://www.digialliance.com such as:

- MXAE Programming Handbook
- MXAE TSL Reference Chart

Using the Manual

This User Manual is structured in a user-friendly way for ease of finding information. It is divided into six parts:

- **Part One: Getting Started**

  This section introduces you to MXAE, and its features and capabilities. You will be exposed to the robust and flexible nature of MXAE as not only a content management system (CMS) but also as a platform to build Web-based applications.

- **Part Two: Planning a Website**

  Failing to plan is planning to fail. This section recommends the steps you should undertake before you even start to build a website using MXAE. By understanding the various concepts, you will be able to use the information to plan your website structure and features.

- **Part Three: Creating a Website**

  With the plans securely in your hands, it is now time to build your website. This section provides step-by step instructions on how to develop a website using MXAE.

- **Part Four: Managing Web Contents**

  A website is useless without contents. Now that your website is created, this section serves as the complete guide on managing website contents using MXAE.

- **Part Five: Managing Your Website**

  Having a website means that you need to manage and maintain it. This section outlines the various features and tools that you can use to manage, maintain and also enhance your website.

- **Part Six: Managing MXAE**

  With MXAE as the backbone of your website, you will need to understand the various features and tools that it offers. This section provides in-depth explanation on managing MXAE.

Style and Conventions

This User Manual is organised according to various parts that relate to the tasks you perform in developing a website. While it is nice if you can read this manual from Part One till the end, you actually have the option of jumping to the desired section easily by choosing the necessary parts, chapters or page numbers.

Throughout this manual, you will find cross-references to other relevant chapters, where necessary. In addition, we include tips, hints, references and resources, also where necessary, to help you in using MXAE. The followings are some of the references:

We recommend you visit the websites suggested for more information.

Do stop and read. Could be useful for you.

This section is cross-referenced to other Chapters.

Hints or Tips to assist you in using MXAE.

Updates and Version Control

Version	Date	Description of Change
1.0	15 February 2010	MXAE 2 Release
1.1	1 May 2010	MXAE 2.5.0 Release
1.2	17 June 2010	MXAE 2.5.1 Release

Feedback

If you have any feedback, suggestion or comment regarding this manual, please email it to helpdesk@digialliance.com

PART ONE: GETTING STARTED

CHAPTER 1 MXAE OVERVIEW

In this chapter, you will:

- Discover the features and capabilities of MXAE
- Recognise tools and/or applications that can be created using MXAE

1.1. What is MXAE?

MX Application Engine or MXAE is a full-featured content management system (CMS) and an Internet application platform. Its comprehensive features allow it to be used to create from simple websites, portals with Web applications such as online forms and up to even extensive, more complex online systems.

MXAE is developed fully in PHP5 using object-oriented design under Crystal Clear - Agile software development methodology. Therefore, MXAE offers a strong platform for Programmers and Web developers to leverage on the capabilities of PHP.

In addition, MXAE uses AJAX technology for its user interface with features such as drag-and-drop that offers better performance with faster page loading. With user-friendly desktop-like environment, MXAE's console panels independently and asynchronously refresh when selected without having to reload the whole page. AJAX is one of the key underlying concepts behind Web 2.0 towards more collaborative and dynamic websites and applications.

1.2. What Can MXAE Do?

With its comprehensiveness and extensiveness, what can MXAE used for? Here are some ideas what MXAE can be used for:

- Simple Websites
- Government or Corporate Portals
- Government or Corporate Portals with Web Applications
- E-Commerce Portals including Product Catalogue
- Corporate Intranet with Single Sign-on to third party applications
- Knowledge Management
- Community Portals with Web Applications
- Document Management System/Document Tracking System
- Learning Management System (LMS) and many, many more!

1.3. MXAE as a Content Management System

What is a CMS? A Content Management System or CMS is a software/system that manages the content of your website. In simple words, it simplifies the process of publishing contents onto a website. A CMS covers the complete lifecycle of the pages on your website - from providing simple tools to create the content, to publishing, and finally to archiving. Even if you are a non-technical person, you should be able to update your website contents easily using a CMS.

For more information on **CMS**, visit **[**http://en.wikipedia.org/wiki/Content_management_system**]**

MXAE can be used for non-technical persons to collaboratively manage website contents i.e. to add, edit and manage content (for example articles, images, files, etc). Anybody who is familiar with text editing using simple text editor or full software such as Microsoft Word can easily learn to manage content using MXAE. Users of online blogs, online journals and social networking sites will also find it easy to use MXAE.

These CMS tools are part of MXAE features:

- Content Management: categorise, catalogue, aggregate and re-use content
- Document, Image and File Libraries: version control, manage searchable libraries of documents, files and images stored in MXAE
- WYSIWYG Online Editing (HTML Editor): editing tools for website articles
- Banner Advertising Manager
- Integrated Template Builder: create an infinite number of page layout templates
- User Roles and Permission: allows for secured delegation of tasks throughout the content / the website
- Multilevel Workflow: document approval processes by a variety of user categories
- Search engine: basic and advance search facility
- User and Membership Management
- Reporting and statistics: to ensure Return of Investment (ROI)
- And many more.

1.4. MXAE as an Application Management System

As an Application Management System (AMS), MXAE takes you to the next level by providing a platform to build applications using Web application framework that is designed to support the development of dynamic websites, Web applications and Web services. MXAE allows Programmers or Web developers to create add-ons or extensions on top of the existing applications.

For more information on **Web Application Framework**, visit **[**http://en.wikipedia.org/wiki/Web_application_framework**]**

MXAE can be used to build Web applications using its collection of software components. To do so, you need to have knowledge of APIs, PHP Programming, mySQL database and basic concepts of object-oriented Programming.

What Web applications can you build on MXAE? The list is actually endless! Here are a few examples of Web applications to give you some ideas on what you can develop:

- Online Forms/Web-based Forms with Workflow
- Calendar, Chat software, Forum
- Document Management, Image and Multimedia Galleries
- E-commerce and Shopping Cart engine
- Organisation and Business Directories
- Reservation and Booking Systems
- And many, many, more!

In addition, with MXAE APIs, you can develop plug-ins and can write adaptors to integrate with other third party software.

More information on building **Web Applications**, refer to:

- API **[**http://en.wikipedia.org/wiki/API**]**
- PHP Programming **[**http://www.php.net**]**
- mySQL Database **[**http://www.mysql.com**]**
- Object-oriented Programming **[**http://www.killerphp.com/tutorials/object-oriented-php**]**

Now that you know what MXAE is capable of, all you need to do is to really understand what you wish to develop using MXAE. For a start, set the objectives of your Web project, identify issues, and plan your strategies to achieve your goals.

CHAPTER 2 TECHNICAL DATASHEET

In this chapter, you will:

- Understand the technical components of MXAE
- Be exposed to the system requirements and integrated architecture of MXAE

2.1. Key Design Direction

MXAE design direction focuses on the following parameters:

a) Extensibility: Object-oriented, APIs, Plug-ins, TSL

b) Performance: Lightweight, optimized coding, compiled templates, support Zend Accelerator (code acceleration), object & content caching

c) Scalability: Flexible deployment plan to allow for growth, linear scalability

d) Usability: Cross-browser & user friendly DHTML web-based rich client.

e) Internationalisation: Multi-lingual support

f) Portability: Web-based, browse anywhere and anytime

g) AJAX: Drag-and-drop, single-page interface, faster update on page content, manage AJAX-enabled snippet, manage DHTML/JavaScript components.

2.2. System Specification

MXAE is optimised on the following combination:

Operating System	All OS must be of x83-32bit; Redhat Enterprise Linux 5 and above; or Fedora 11 and above; or CentOS 5 and above.
Web Server	Apache HTTPD 2.2.15
Database	MySQL DB: 5.1.45
Server-Side	PHP: 5.2.13
Vertical Scaling	Yes, supported
SSL	Yes, supported
Hardware	The minimum set up requirement: Intel or AMD processor with 2GB RAM and 80GB Disk space

MXAE's Publisher and AMS are optimised for the specifications above. If there is any justifiable reason, they can be customised to operate effectively on other systems. MXAE can be integrated with other applications operating on any platforms including mainframe.

The hardware specification is the minimum set-up requirement. The final system architecture will depend on various factors including volume of traffic, usage level, processed involved and types of contents.

2.3. Logical Components

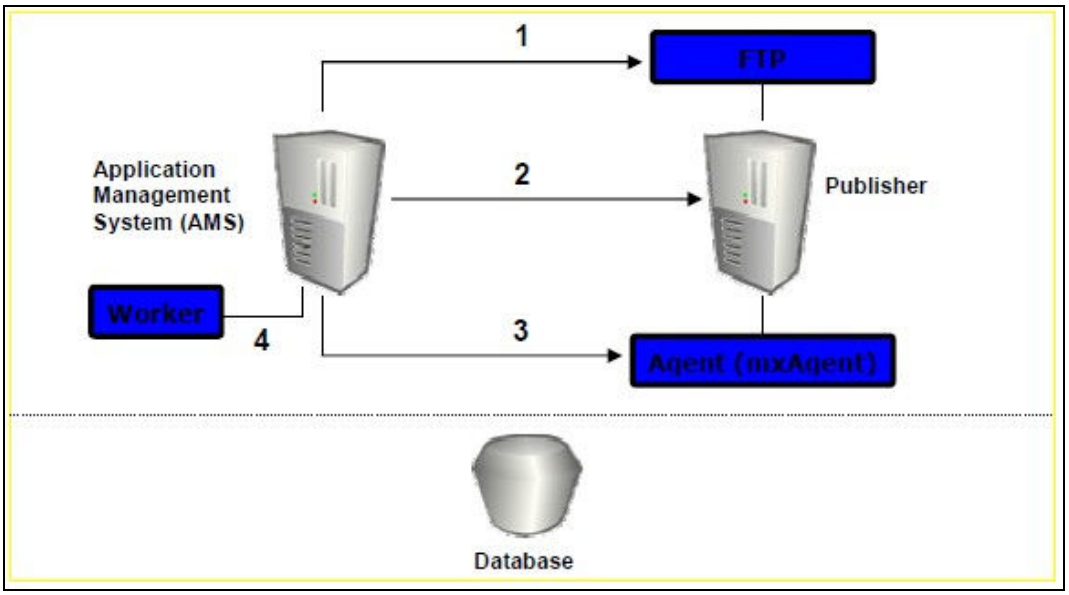


FIGURE 1: MXAE LOGICAL COMPONENTS

The three logical components for MXAE are:

a) **AMS:** Web-based Administration and Management Console for Programmers, developers, site administrator, content managers etc to access the various modules in MXAE.

b) **Publisher:** Publishing engine that merges the rules of publishing, templates and content to be pushed to targeted audience via a HTTP web server in HTML, DHTML, XML, WML, Text, etc.

c) **Database:** Relational Database Management System (RDBMS) to serve as content management storage for MXAE. MXAE runs with MySQL.

The interactions between the three logical components are as the following:

a) **mxFTP → FTP Server (proFTPd):** Communication Channel to transfer files between AMS and Publisher for file management, editing website config.ini, manipulation of compiled template files etc.

b) **HTTP:** Send commands to website via mxPublisher to perform tasks e.g. retrieving log file data.

c) **mxAgentClient → Agent daemon (mxAgent):** AMS to send commands to agent to perform system task that requires root privileges for example creating 1 document root, editing apache configuration, manipulating system user account, changing user account details and password etc.

d) **Worker:** To process workflow, expired articles and web logs on a scheduled basis (crontab).

2.4. Integrated Architecture

Below is the high-level diagram of the MXAE architecture. It comprises a multi-layered architecture that provides many components using different technologies. These components work together to serve the functionality present in MXAE. There are four basic elements involved in the MXAE architecture:

- The MXAE solution
- A web server for presenting pages
- A database server as an information storage depot.
- Connectors to integrate functionality from third party sources

Typically, the database server used as the storage depot is MySQL, a hugely popular open source database server. MXAE pages can be presented with a web server ie the Apache web server. MXAE's low level processing engine, the PHP interpreter, integrates tightly with Apache to enable other functionalities that will be discussed later in this document. The MXAE server software suggested platform is Linux Redhat 5 Enterprise Server and Apache 2.2 above. MXAE also enables connectors that allow users to populate MXAE template pages with content generated by other applications or allowing syndication of content to other web sources.

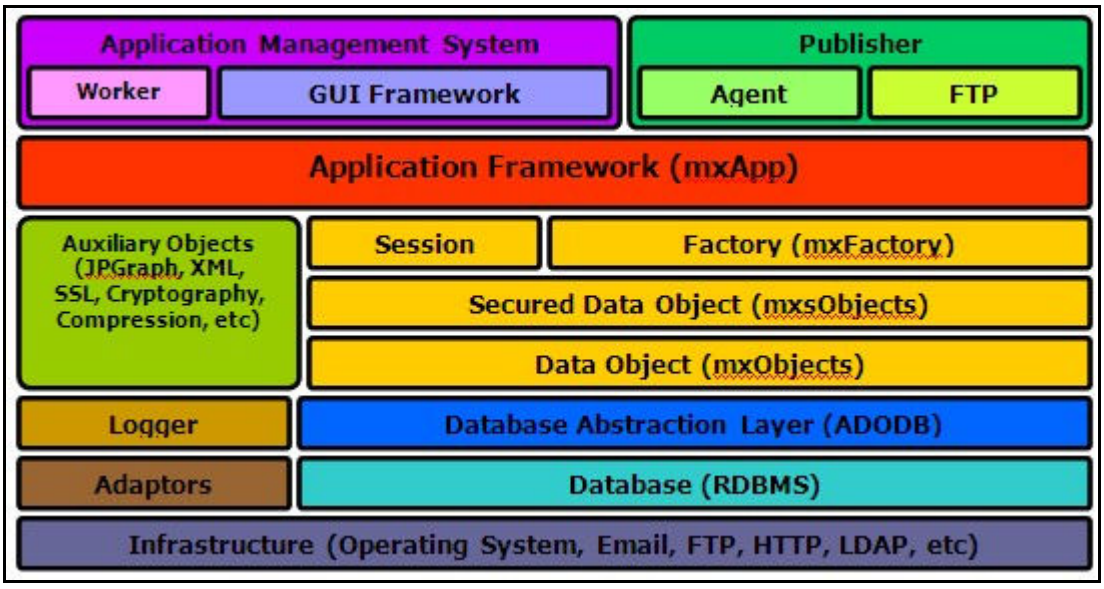


FIGURE 2: MXAE INTEGRATED ARCHITECTURE

2.5. Installation Guide

As our client, MXAE comes pre-installed for you.

🕮 If you need more information on MXAE installation, refer to **MXAE System Administrator Guide**.

CHAPTER 3 WHAT YOU SHOULD KNOW

In this chapter, you will:

- Identify the different types of MXAE Users
- Understand the concept of content categorisation and its practice in MXAE
- Identify the basic Web concepts used in MXAE

3.1. MXAE Users

Users of MXAE can be divided into two categories:

a) **Back End Users:** Users of MXAE

b) **Front End Users:** Users of the website developed using MXAE

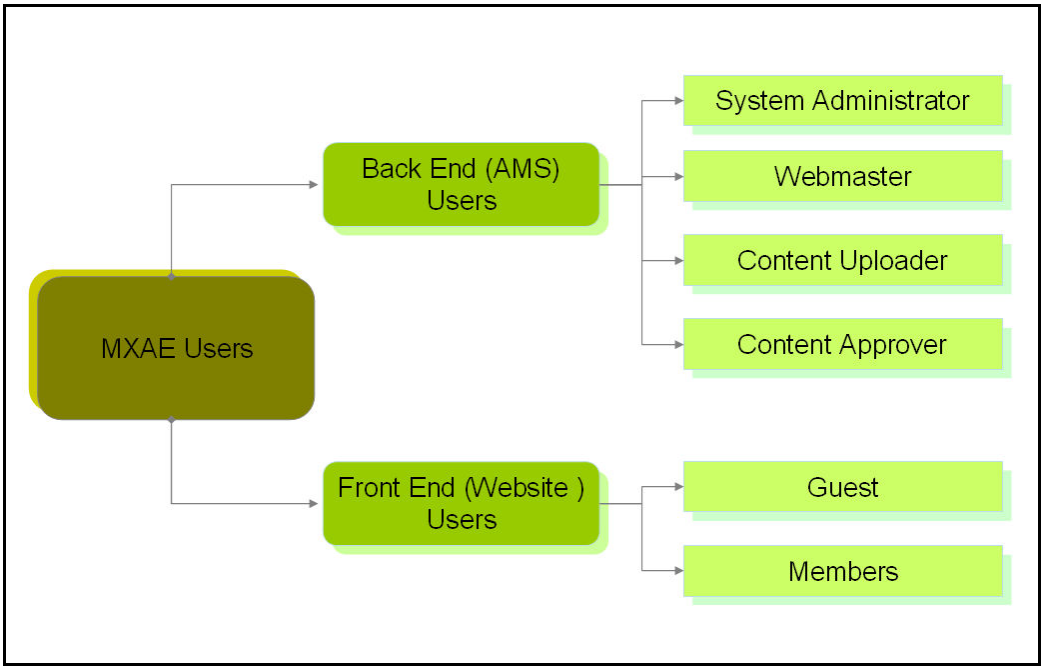


FIGURE 3: TYPES OF MXAE USERS

The diagram above illustrates an example of complete range of users. You need not necessarily have all the users for your website as it actually varies from one website to another depending on the complexity of the website.

Back End Users

Back End Users are users who have permission and specific roles in MXAE. Users who login into MXAE are granted username and password by the System Administrator.

MXAE has two default Back End Users which are Webmaster and Content Uploader. You are encouraged to create other Users based on their permission and roles in MXAE.

📖 Refer to **Chapter 6** for more information on User Permission and Roles.

Below are a few recommended types of Back End Users of MXAE you might wish to consider creating and the explanation of each User.

Back End Users	Function and Access
System Administrator or Super Root	Responsible to manage more than one websites created using MXAE. This user is the most 'powerful' user of MXAE. It controls the creation of new websites and other systems support tools like database, web server and many more. The System Administrator has unrestricted abilities to access all features in MXAE.
Site Administrator or Webmaster	Responsible to manage a website. The Site Administrator has unrestricted access to all features in MXAE but limited only to the website he or she manages.
Content Uploader	Responsible to manage contents eg create, edit, schedule, archive, etc.
Content Approver	Responsible to approve contents before being published to the website. This role is usually for the Editor or Manager of the website.

👆 One tip for you to consider is to create usernames for MXAE based on the users' email ID. For example, for ali@xyz.com, create the MXAE username as "**ali**". This will avoid users from forgetting their MXAE usernames later on!

Front End Users

Front End Users are users who visit or access a website developed using MXAE. A website may have Web applications that require Front End Users to register and login such as Forum, Online Form, Calendar, Shopping Cart, etc.

There are basically two types of Front End Users:

a) **Guests:** The visitors or general audience of a website

b) **Members:** The visitors of the website who have registered and granted with usernames and password. As member, they are able to enjoy certain features not available to guests for example having personalised page, ability to contribute and view content for members only, participate in Forum, etc.

3.2. Web Concepts

To fully maximise your usage and experience with MXAE, understanding of current Web concepts is an added advantage.

Static Vs Database Driven Website

A static website contains webpages with fixed content where each page is coded in HTML. It is the most basic type of website and the easiest to create. Such websites do not require any web programming or database design. A static website can be built by simply creating a few HTML page files using a webpage builder or word processing software applications and publishing them to a Web server. Since such websites contain fixed code, the content of each page does not change unless it is manually updated by the webmaster (or someone familiar with HTML coding).

MXAE, on the other hand, is a platform for database-driven websites. Database-driven websites grab information from a database (the website is connected to the database by programming) and inserts that information into the website each time it is loaded. Information on a database can be inserted automatically by grabbing from other sources or even manually. If the information stored in the database changes, the website connected to the database will also change accordingly (and automatically) without human intervention.

Many sites from the last decade are static but more and more people are realising the advantages of having database-driven websites. Database-driven websites are more favourable since they are easy to update. Online Blogs, Facebook, MySpace, Twitter, Wikipedia are some examples of database-driven websites.

Web Development Languages

Web development can range from developing the simplest static single page of plain text to the most complex Web-based applications and the process requires you to know Web development languages. In order to use MXAE to develop websites and/or to build Web applications, you need to have the knowledge on the relevant languages. Depending on what you are actually developing, among the Web development languages that are commonly used in MXAE are:

- Mark-up languages (such as HTML, XHTML and XML)
- Style sheet languages (such as CSS and XSL)
- Client-side scripting (such as JavaScript)
- Server-side scripting (such as PHP)

- Database technologies (such as MySQL)
- Multimedia technologies (such as Flash and Silverlight)

For more information on **Web Development Languages**, visit **[**http://en.wikipedia.org/wiki/Web_ development**]**

Database Design

When you start to use MXAE to develop Web applications, you need to think of the database design. Database design is a very crucial part of application development. It is the first step after conducting requirement gathering and before programming work even begins. Taking time to design the database can save a lot of time and frustration during application development.

For more information on **Database Design**, visit **[**http://en.wikipedia.org/wiki/Database_design**]**

3.3. Web Content Management

Developing a website is not only about technology. A website should be user-friendly in order to make your visitors' experience using your website a pleasant one. Organising, categorising and structuring contents are important strategies in order to ensure that visitors to your website can easily navigate and search your website. It is good to understand who your website visitors are and find out their needs and behaviours. With the information, you can plan content organisation, categorisation and structure effectively.

You should consider applying information architecture (IA) before developing your website. IA is the blueprint for websites and intranets to help people find and manage information. It involves the whole process of structuring and categorising information (or also called taxonomy), planning website navigation, creating wireframes/prototypes, and search.

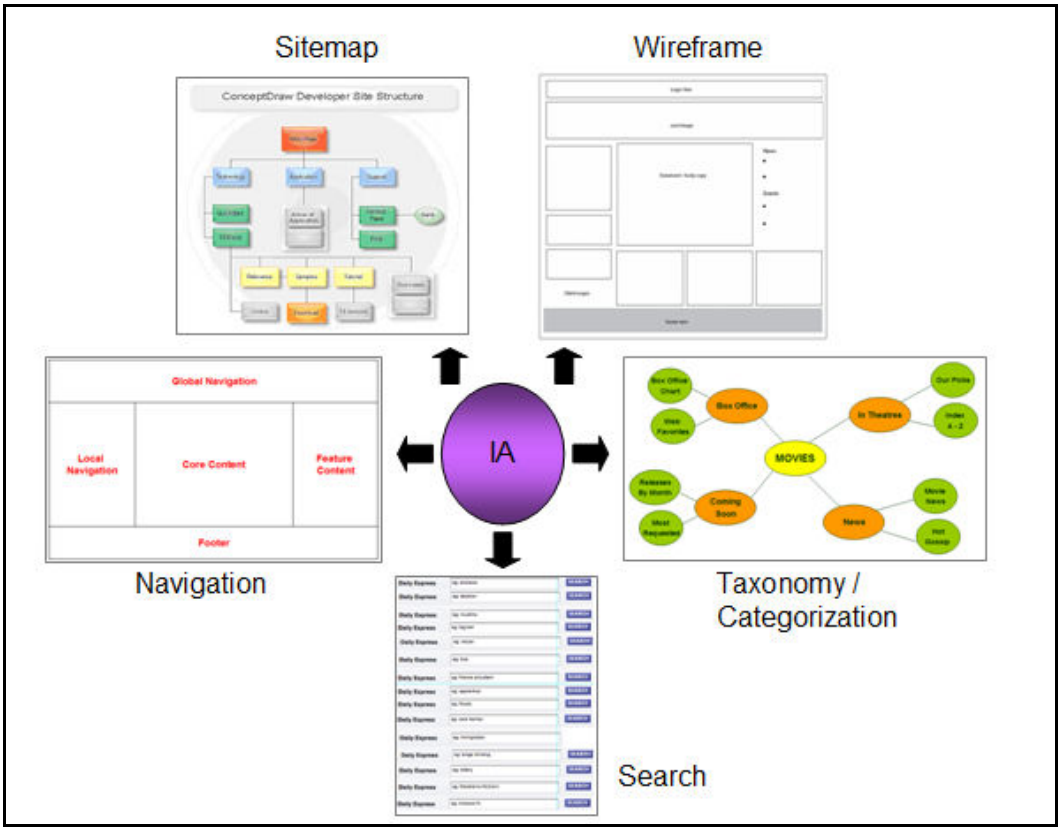


FIGURE 4: PLANNING WEBSITE INFORMATION ARCHITECTURE

For more information on **Information Architecture**, visit **[**http://iainstitute.org/en/learn/resources/what_is_ia.php**]**

By applying IA concepts, creating content structure in MXAE can be done logically. All contents of a website should be organised, grouped and structured into meaningful categories. For example, you can categorise and group together contents related to company information into a category named "Company Info" with sub-categories such as "About the Company", "Products & Services" and "Contact Us".

Refer to **Chapter 5: Structuring Your Content** for more on MXAE Content Categorisation.

CHAPTER 4 MANAGING YOUR MXAE ACCOUNT

In this chapter, you will:

- Know how to login, logout and change your password
- Know how to manage your profile
- Know how to manage your tasks

4.1. Access into MXAE Account

As a user of MXAE, you will get your username and password from the system administrator or webmaster. A user can login into MXAE to obtain access and can then logout when access is no longer needed.

Check with your System Administrator on the correct URL for the MXAE login page.

4.2. Logging In

To login to MXAE:

1. Type the URL of your MXAE AMS. You will see the main page of the AMS.

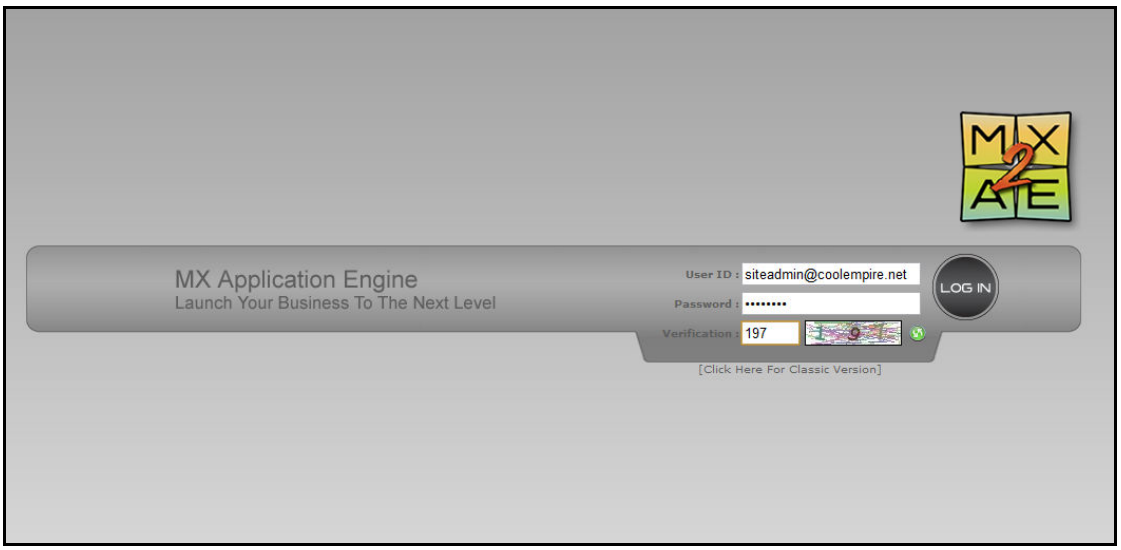


FIGURE 5: MANAGE ACCOUNT - MXAE ADMINISTRATIVE PAGE

2. Enter your username and password at login fields
3. Insert the Verification Code. Click at if you would like to change to another verification code.
4. Click **[Login]**

It may take some time for system to load when you access MXAE for the first time. The login button will only appear once fully loaded. However, once cached, loading time will be faster for the next access.

4.3. MXAE Console Display

Now that you are logged in, you will arrive at the user menu that shows a range of information about your website.

If you logged in as a site administrator, you will be presented with the screen below. As a site administrator, you will be able to see all features of MXAE on the left menu.

If you logged in as other than site administrator, the features that you will see on the left menu panel will be based on your roles and permission.

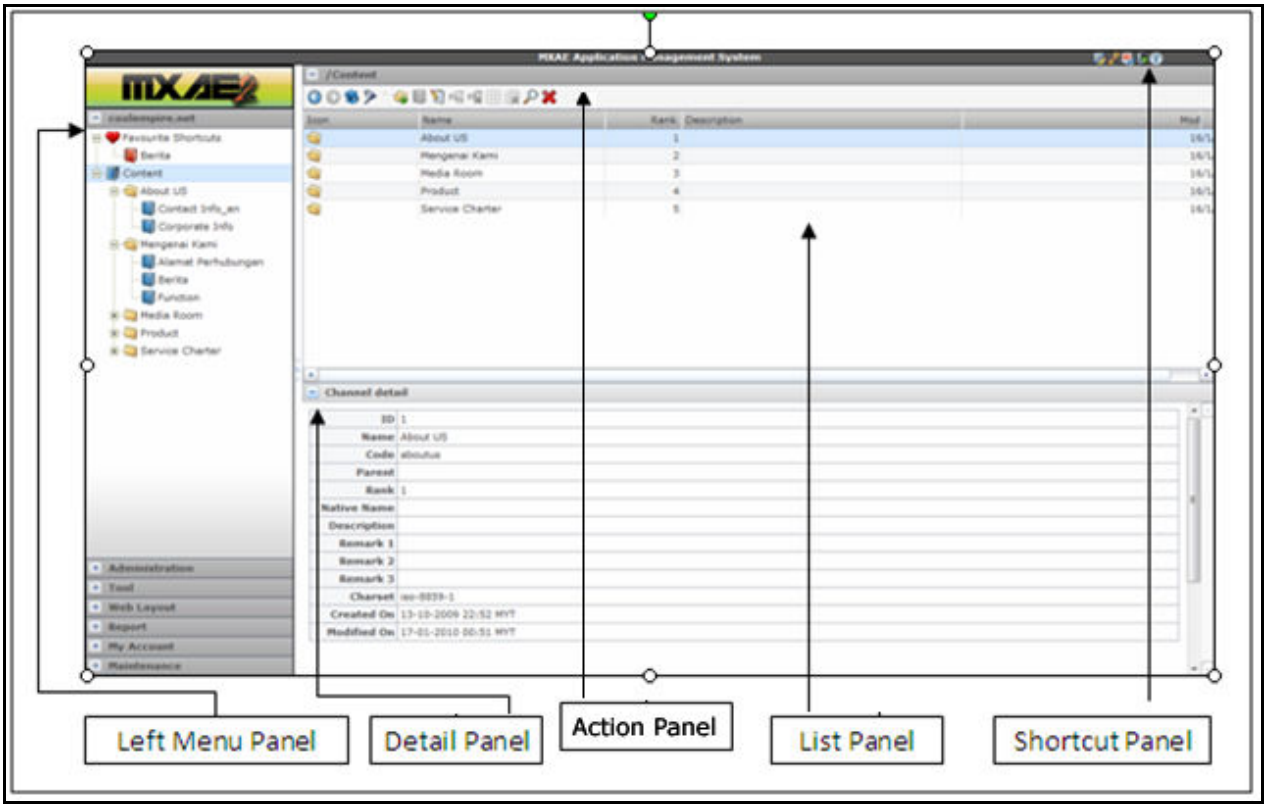


FIGURE 6: MANAGE ACCOUNT - PAGE AFTER LOGGED IN

Four Work Panels in MXAE Console Display

Left Menu Panel	Shows you all the modules you are allowed to access. Clicking on the items on the left menu panel will show you the details of each item featured
List Panel	Displays the list of modules or Content (Channels, Programs and articles) that have been created.

Action Panel	Displays actions available to the module list (add, delete, edit, etc)
Detail Panel	Displays details of the highlighted item from Menu Bar Panel.
Shortcut Panel	Displays the shortcut icons (Profile, Change Password, Task List, Logout, About) on supported browsers.

4.4. Modules in the Menu Bar Panel and List Panel

MXAE Modules sit inside the Left Menu Panel. Here are the lists:

Left Menu Panel		**List Panel**
Grouping	**Modules**	**Levels and Sub-Levels**
Website	**Favourite Shortcuts**	Virtual links of favourite Channels and Programs
	Content	Channel Folders
		Sub-Channel Folders
		Virtual Channel Folders
		Program Folders
		Virtual Program Folders
		Articles and article threads
Administration	**Website**	Websites
	Program Map	Source/Destination Programs
	Workflow	Workflows
	Workflow Filter	Workflow filters
	Formset	Formsets
	Repository	All images, graphics, audio, video or other types of binary files
	Contact	View Contact details for users (users of AMS)
	User	View Users' roles
	Role	Groupings created for the Roles
	Member	Details of Members (members of the website)
		Membership Group
		Mail to Member
Tools	**Event Notification**	Events and object type
	Sub-Domain Redirection	Sub-domains and target URL
	Banner Ads	Banner advertising management
	Page Accelerators	Channel, Programs and Levels to cache
	Ban Posting List	Members and status
	File Management	Servers
		Folders and sub-folders
		Files
	Polling	List of polls
	Search & Indexing	Manage mnoGoSearch
Web Layout	**Theme**	Themes and description

	Template	Template Folders
		Templates
	Theme Rule	Theme rules and status
Report	**Web Log**	Pop-up New Window of detailed statistics
	Extended Web Log	Extended statistics of web log
	Content Log	Pop-up New Window of report generator
My Account	**My Preferences**	AMS Personalisation
	Profile	Your Profile
	Change Password	Your Password
	Task List	Your Task List for the AMS
	Logout	Logout
Maintenance	**Website Property**	Website Properties
	Website Variables	Website Variables
	Audit Trail [Content]	Activities of AMS Users
	About...	MXAE Version

4.5. Features of MXAE User Interface

The followings are the features of MXAE user interface:

a) **Adjustable Frames:** The size of the frames can be adjusted in the AMS Console. To adjust the frame, just drag the desired panel to the left or right.

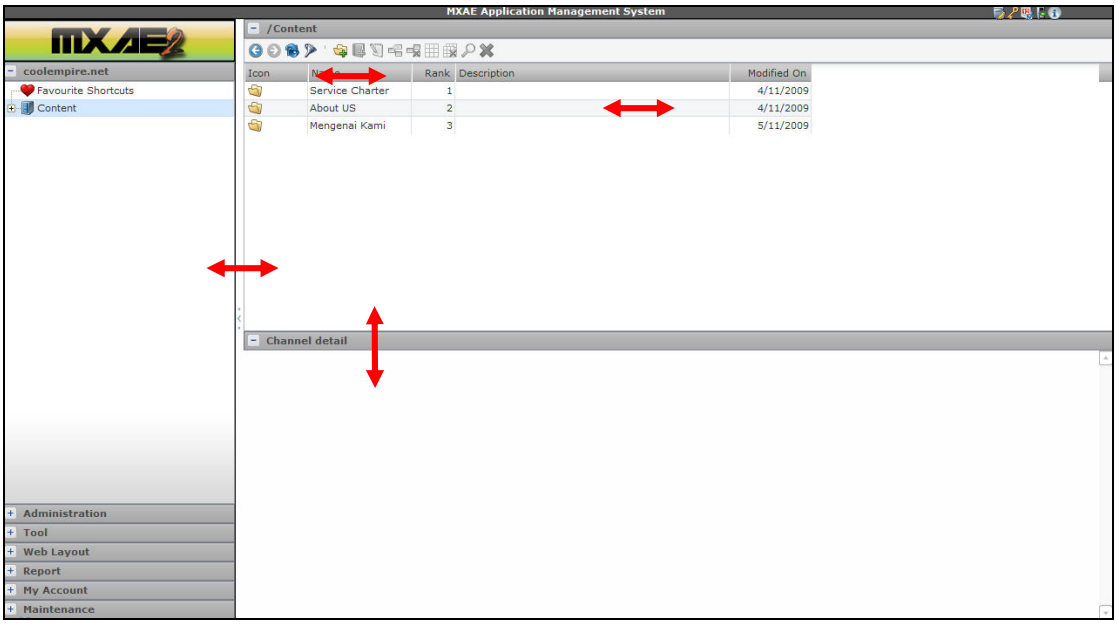


FIGURE 7: MANAGE ACCOUNT - ADJUSTABLE FRAMES

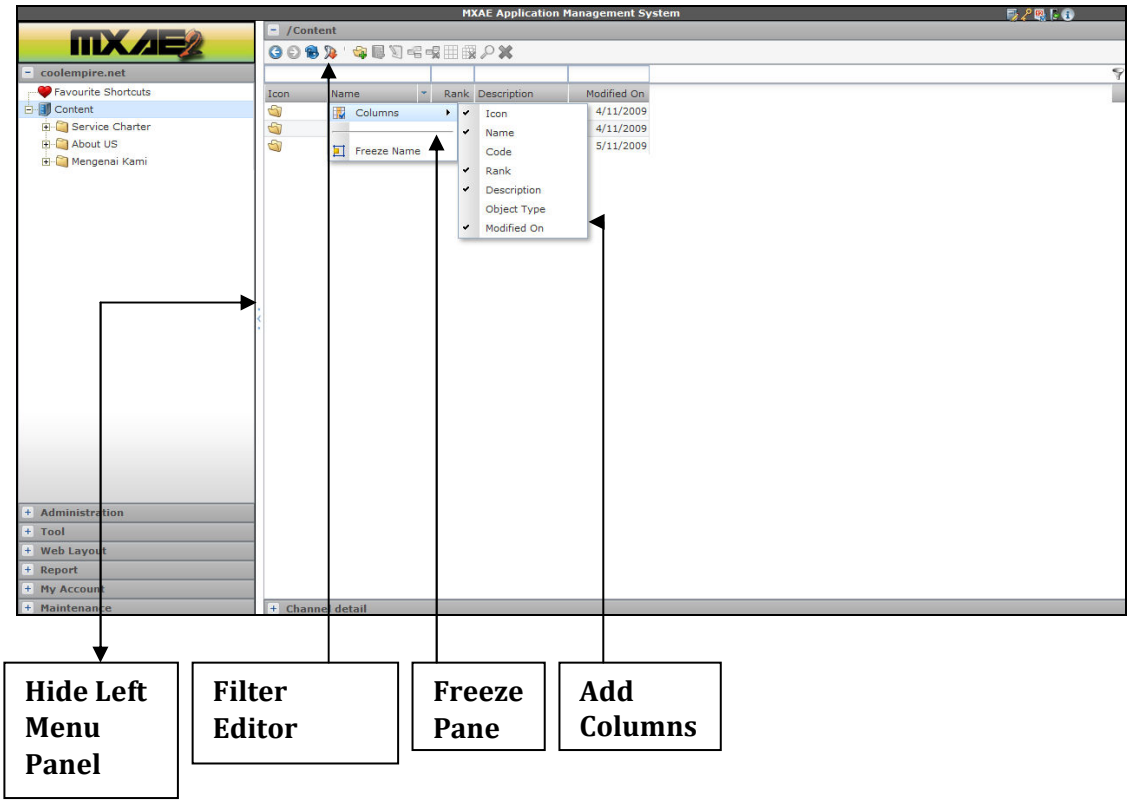


FIGURE 8: MANAGE ACCOUNT - OTHER FEATURES OF MXAE USER INTERFACE

b) **Drag and Drop Items:** You can change the ranking of an item by dragging and dropping the item into the desired place. For example, you can drag a Program and drop it into another Channel. You will see this icon before you can drop the Program into the selected Channel. This feature is available throughout MXAE.

c) **Hide Left Menu Panel:** Hide the Left Menu Panel by clicking at the arrow (as shown in Figure 9). The List Panel and the Detail Panel will expand automatically.

d) **Filter Editor:** You can use Filter Editor to filter out or search information from each of the columns listed in your List Panel. This is very useful especially when you are trying to find information from many pages of lists.

To use the Filter Editor:

1. Click at from the List Panel. Empty fields will appear under the icon. Each of the field represents each column in your List Panel.
2. Type the keywords that you wish to find inside the desired field.
3. Click
4. The system will list out the information that you asked for.

e) **Freeze Pane:** You can "freeze" certain areas or panes of the column in List Panel so that they remain visible at all times when scrolling to the right.

f) **Add Columns:** Click at the column title. List of available columns will appear. To choose column to be displayed in List Panel, click at any of the listed columns. The column position can also be customized. Drag and drop the column to your desired position.

g) **Control/Select for Multiple Items Not In Sequence:** The Control or Select option is to select multiple items in between the list (as shown in Figure 10). This option is available only in the List Panel.

To control or select multiple items not in sequence:

1. Go to: List Panel
2. Press and hold the **[Ctrl]** button on your keyboard
3. Select any of items listed in the List Panel
4. Select an item once again if you wish to undo selecting that particular item
5. Verify that you have selected the correct items

After that, you can execute the desired function (e.g. edit, copy etc) for all those selected items.

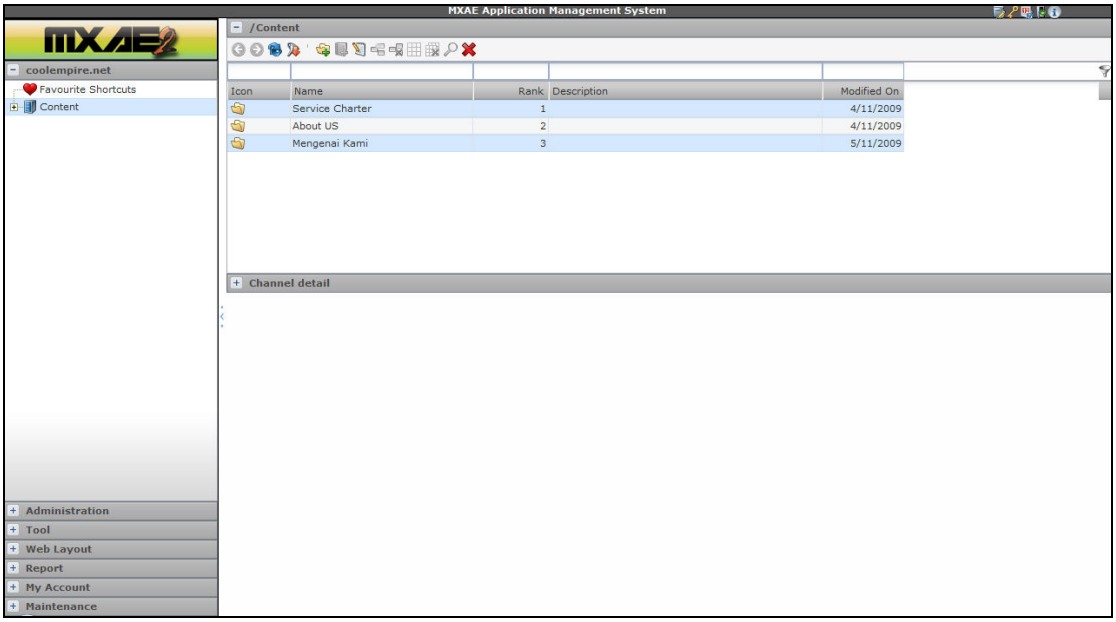


FIGURE 9: MANAGE ACCOUNT - EXAMPLE OF SELECTING MULTIPLE ITEMS NOT IN SEQUENCE

h) **Shift/Select for Multiple Items in Sequence:** The shift or select option is to select multiple items which are in sequence (as shown in Figure 11).This option is available only in the List Pane.

To shift or select multiple items in sequence:

1. Go to: List Panel
2. Select the first item you wish to include
3. Press and hold the [**Shift**] button on your keyboard
4. Then select the last item you wish to include
5. Verify that you have selected the correct items or redo the whole process

After that, you can execute the desired function (e.g. edit, copy etc) for all those selected items.

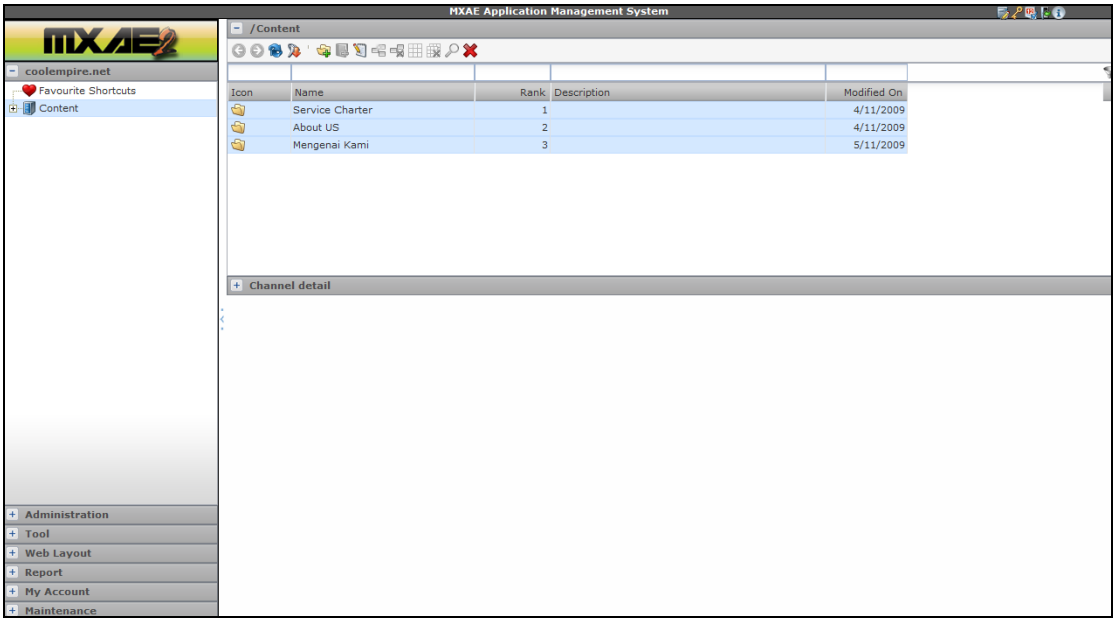


FIGURE 10: MANAGE ACCOUNT - EXAMPLE OF SELECTING MULTIPLE ITEMS IN SEQUENCE

i) **Functions using Right-Click:** In the List Panel, select an item and right-click your mouse to display a Pop-up functions:

- To execute a function = select that function in the pop-up Panel and left-click your mouse
- To escape the pop-up Pane = point your mouse at anywhere in the List Panel and left-click your mouse

The pop-up Panel option is available only for items in the List Pane and will display different functions for different modules.

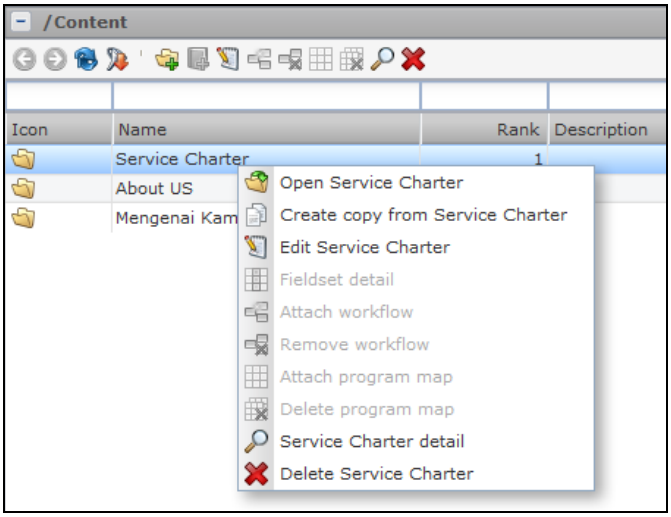


FIGURE 11: MANAGE ACCOUNT - EXAMPLE OF RIGHT-CLICK FUNCTION

j) **Tab Pane for Dialog Box:** Selecting certain functions will pop-up a Dialog Box. The Tab Panel on the Dialog Box helps the function to be displayed concisely in one Dialog Box.

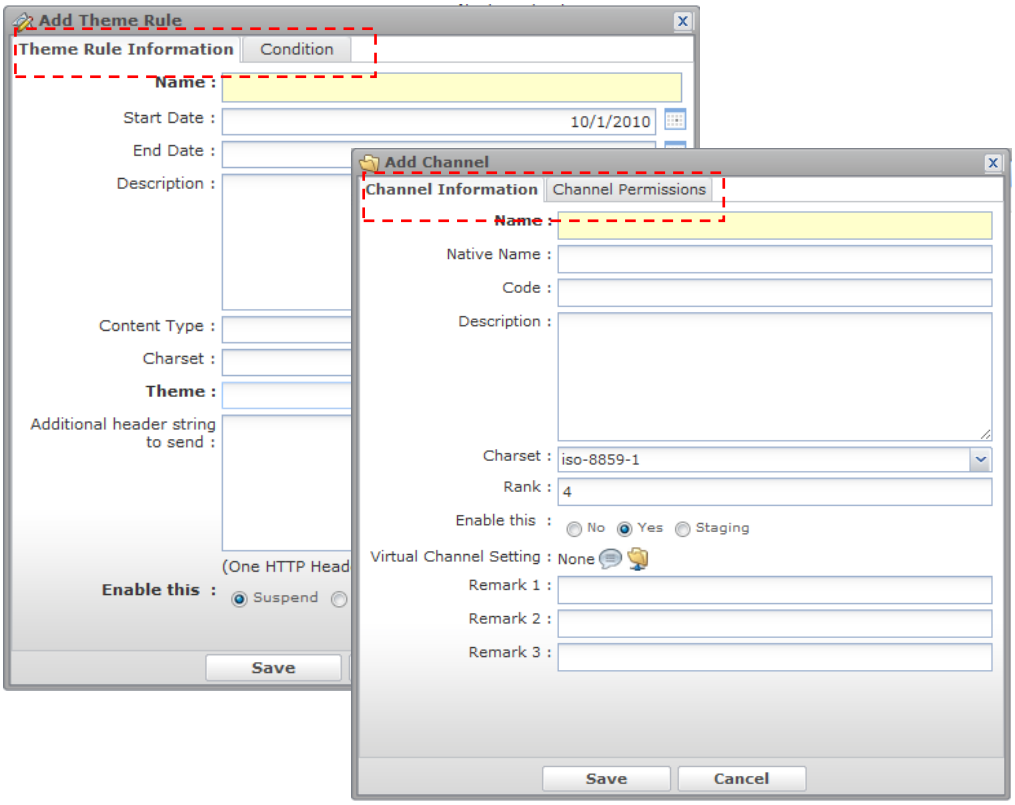


FIGURE 12: MANAGE ACCOUNT - EXAMPLE OF DIALOG BOX

k) **Tooltips/Mouse Over the Icons:** You can mouse-over each icon to find out what it does (refer to the tool tip), for example:

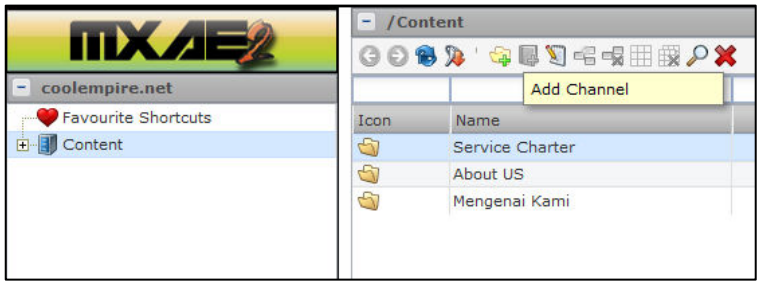


FIGURE 13: MANAGE ACCOUNT - EXAMPLE OF TOOLTIPS OR MOUSE-OVER THE ICONS

l) **Advance Find:** You can find information using Advance Find function. This function can be used in Listing Panel for Article, Repository, User, Workflow and many more. You can use 'and' and 'or' function to find information. Advance Find also has 'child' function. To use Advance Find, you need to match the right function and fill in the necessary field with keywords according to your search criteria.

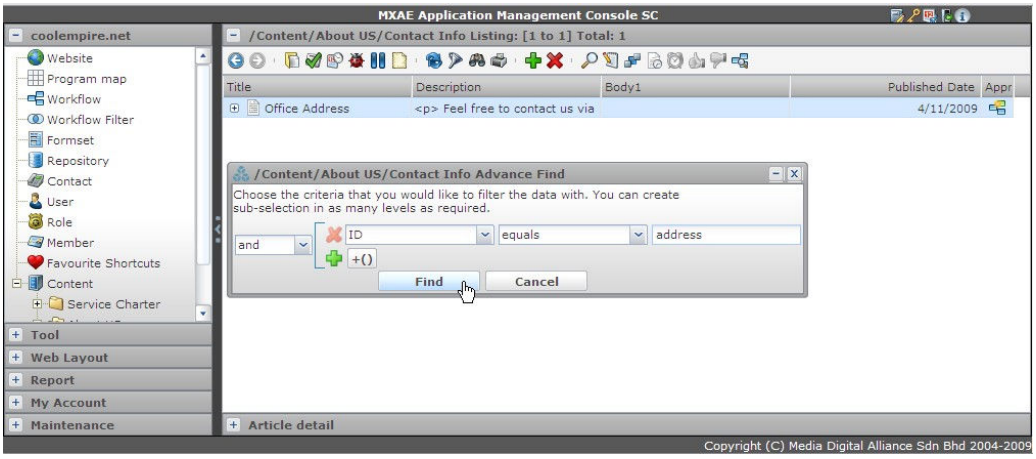


FIGURE 14: ADVANCE FIND

m) **Printing – On the Screen Printing:** This function allows you to print out the current data being displayed.

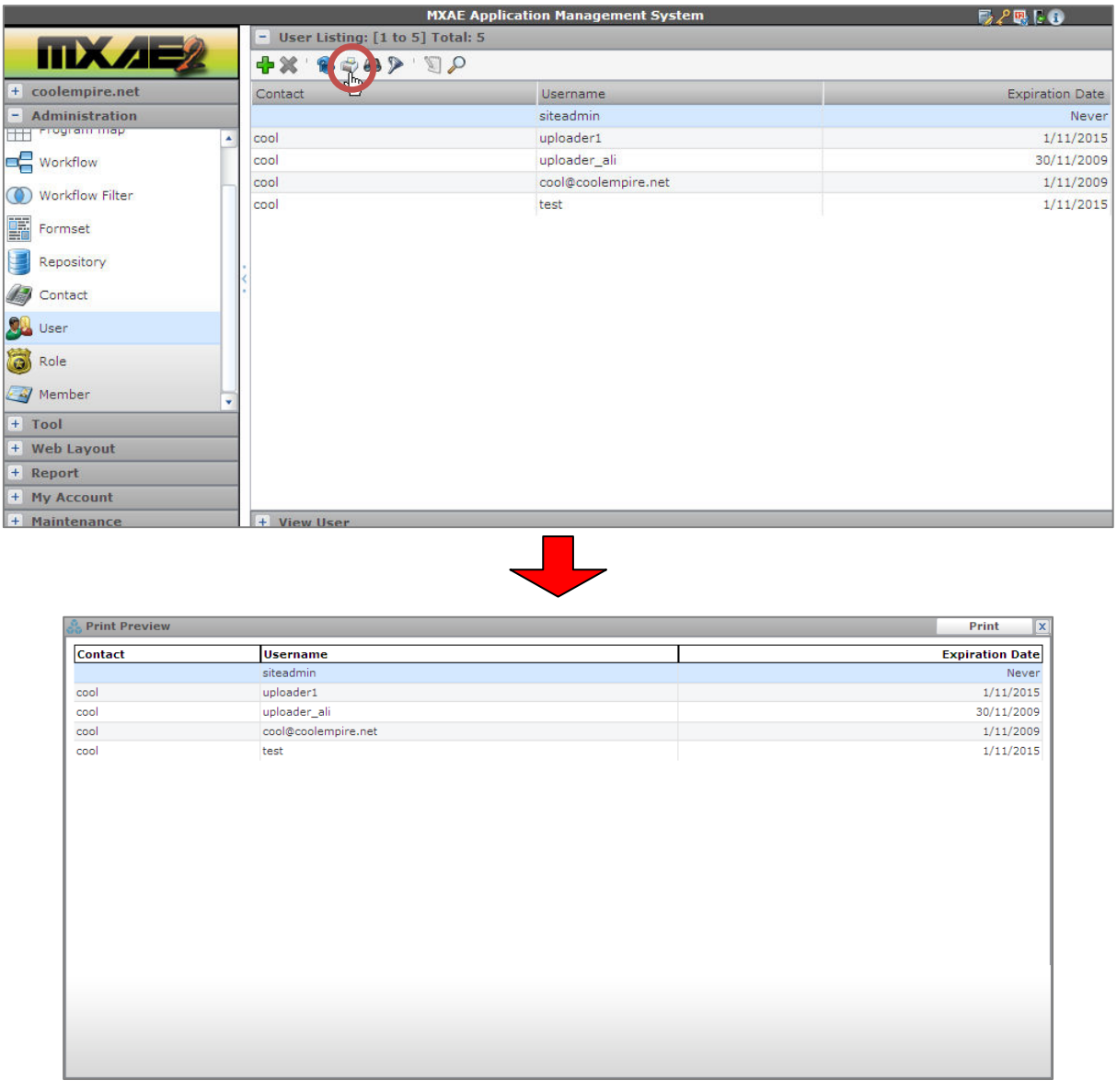


FIGURE 15: ONSCREEN PRINTING

n) **Grid Editing:** Grid Editing allows you to edit text by double-clicking at the cell. Editing can be done at the pop-up windows such as Manage Fieldset (Formset) and File Management.

o) **Required Field:** If you come across any bold text in formsets in MXAE, it is a required field and you must fill in the field. For single line text or double line text, the required field is also indicated in yellow. Here is an example:

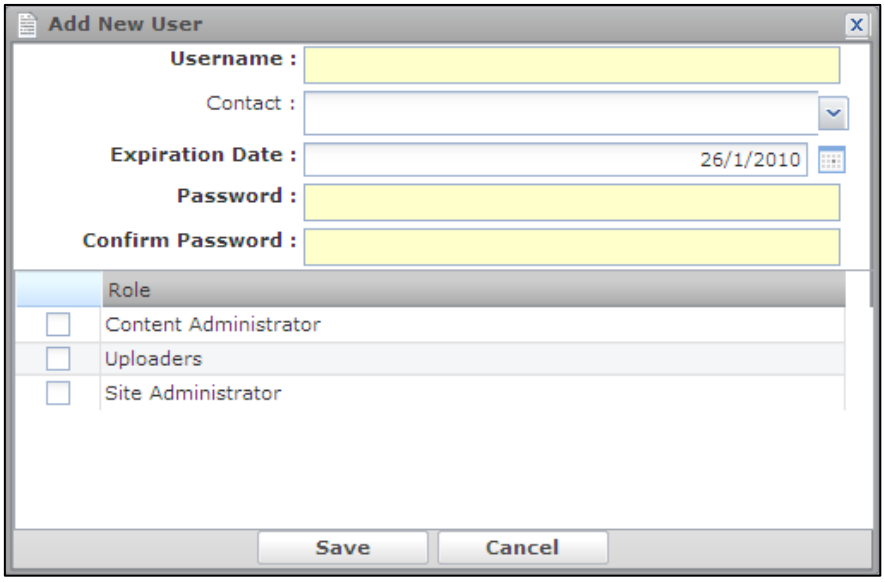


FIGURE 16: BOLD TEXTS IN FORMSETS - REQUIRED FIELDS

4.6. Logging Out

There are a few ways to log out of MXAE:

a) Click at the door icon on top right corner of the page / Shortcut Panel; or

b) Click at **My Account** on the left menu and then click on logout icon

You will be automatically logged out after 1 hour of inactivity. It is an MXAE default security feature. However, the System Administrator can customise the logout period. Refer to **Chapter 26** – Session Timeout.

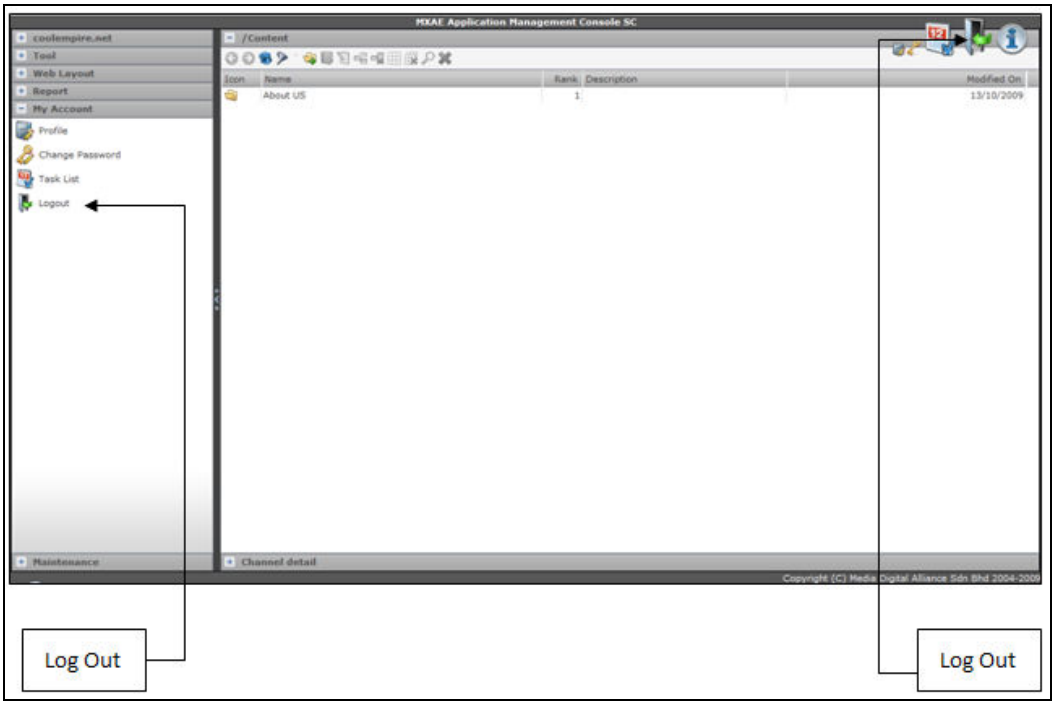


FIGURE 17: MANAGE ACCOUNT - LOG OUT

4.7. My Preferences

MXAE allows you to personalize your AMS items where the system will keep the changes that you have done to the interface or look and feel of your AMS. For example, if you have added a new column in the List Panel, the system will display the same interface when you log in the next time. Your user interface will be slightly different from other MXAE AMS users.

Features of My Preferences:

- View list of modules with different interface from the default based on personal preferences
- View the modified date of changes to the user interface
- Delete the changes of the user interface
- View favourite shortcuts
- Delete favourite shortcuts

You can personalise the followings:

- Swap the columns in List Panel
- Expand the size of the columns in List Panel
- Add new columns in List Panel
- Add favourite shortcuts

4.7.1. How to View My Preferences?

To view My References:

1. Go to: Menu Panel and click **[My Account**]
2. Next click on **[My Preferences]**

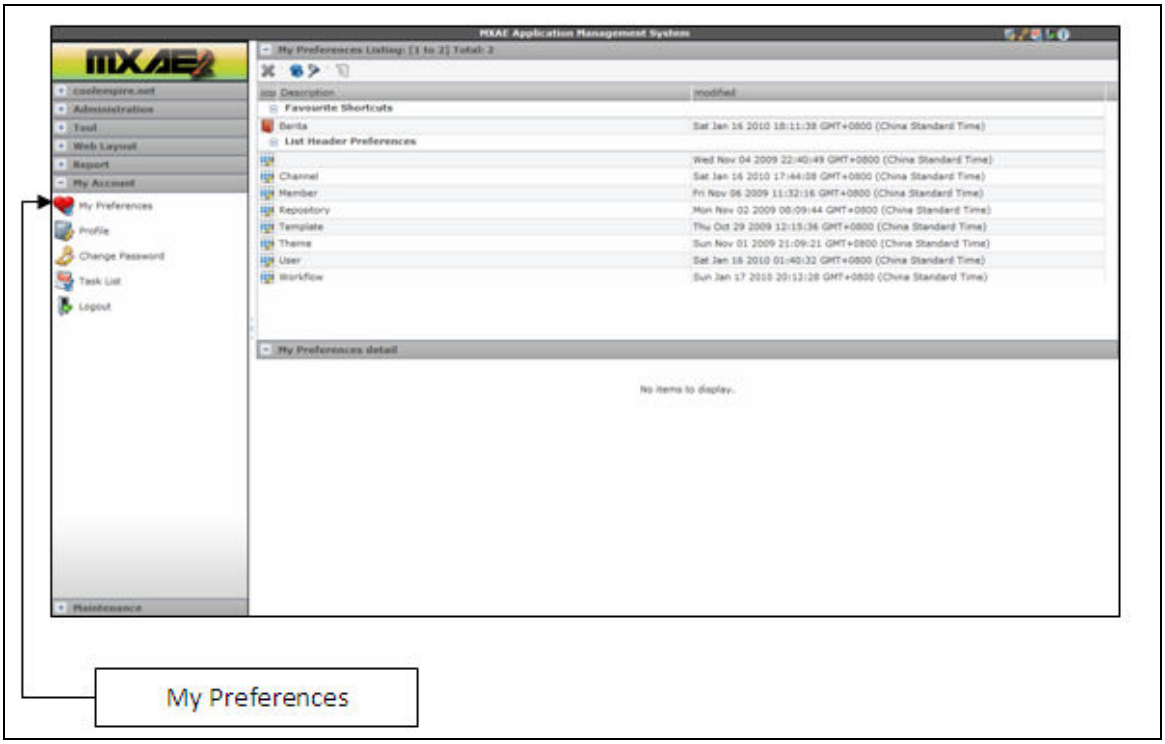


FIGURE 18: MANAGE ACCOUNT - MY PREFERENCES

4.7.2. How to Delete My Preferences

Deleting My Preferences will revert to the original default settings. To delete Preference, you can either:

1. Select the particular Header of Preference
2. Click at the **[Delete]** icon at the list panel function; or
3. Right-click at the particular Header of Preference > select **[Delete My Preferences]**
4. Click **[Yes]** to confirm deletion

4.7.3. How to Delete Favourite Shortcuts?

To delete Favourite Shortcuts, you can either:

a) Select the particular Favourite Shortcuts > click at the **[Delete]** icon at the list panel function; or

b) Right-click at the particular Favourite Shortcuts > select **[Delete]**

Click **[OK]** to confirm deletion

4.8. Change Password

To change your password:

1. Click on the key icon at the top right corner of the page/Shortcut Panel or click at **My Account** on the Left Menu Panel.

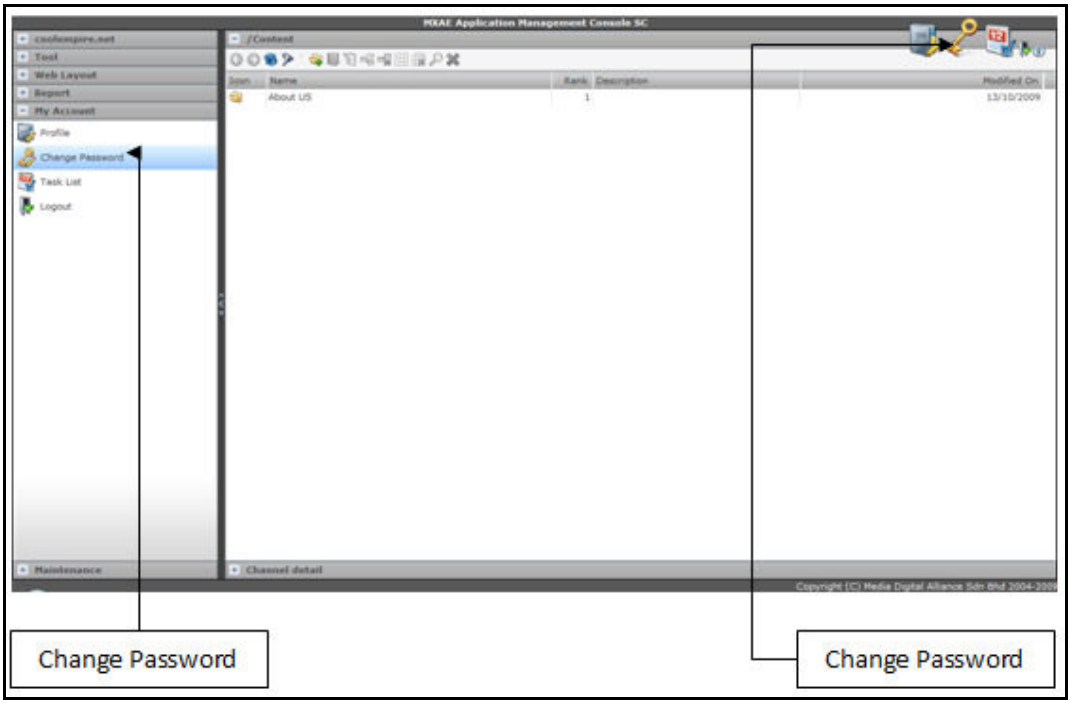


FIGURE 19: MANAGE ACCOUNT – CHANGE PASSWORD

2. Click on **Change Password.** You will see the following menu:

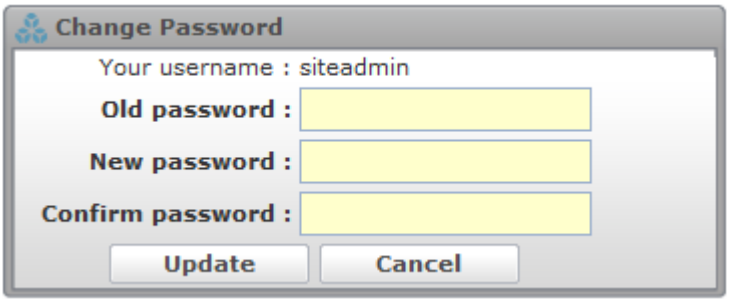


FIGURE 20: MANAGE ACCOUNT – CHANGE PASSWORD FIELDS

3. Fill in the **old password**, **new password** and **confirm password** (retype the new password) fields
4. Click [**Update]**

You are highly advised to change your password periodically.

4.9. Lost Password

MXAE offers a high-level of security access, therefore, it does not offer any lost password retrieval. So, try not to lose your password.

However, if you do lose it:

	User	Action
1	MXAE Users	New password to be generated by Site Administrator
2	Site Administrator	New password to be generated by System Administrator

4.10. View Profile

Your profile contains your personal information such as your username and your contact information. It also contains your login activity logs such as your last login and when your password was last changed.

To view your profile: Click on the book icon on the top right corner/Shortcut Panel; or click at **My Account** at the left menu and then click on **Profile.**

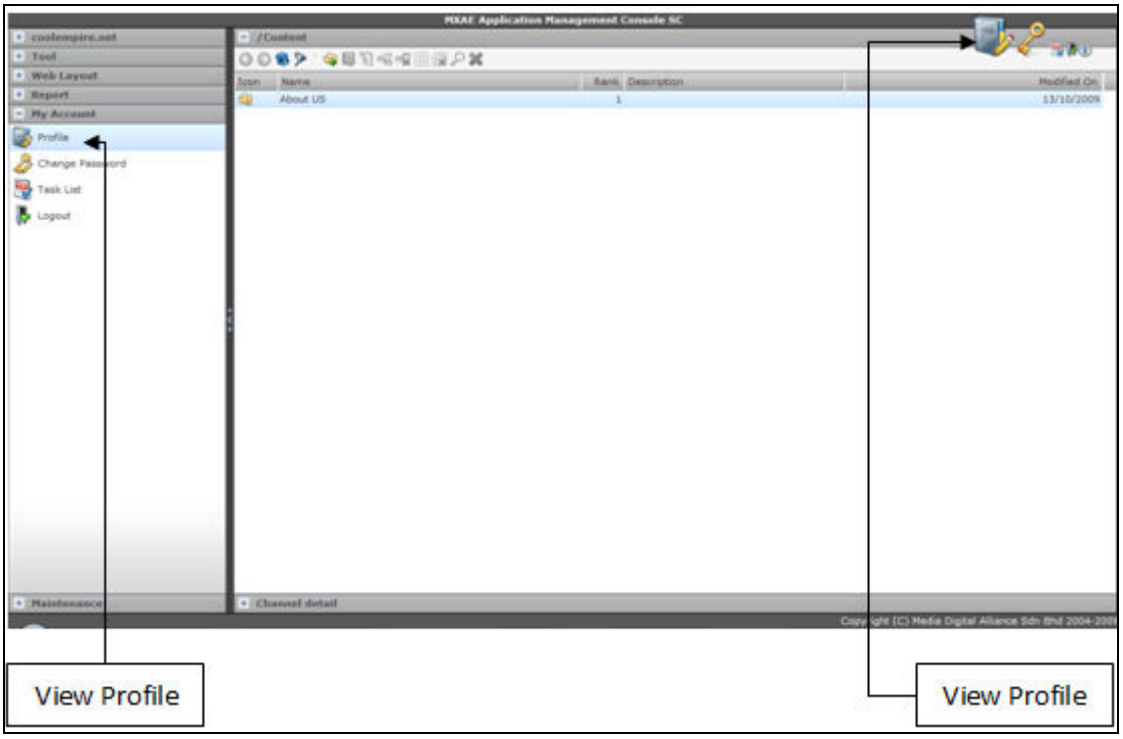


FIGURE 21: MANAGE ACCOUNT – VIEW PROFILE

4.10.1. Edit Profile

In your Profile, User Information tab is automatically generated by the system and is only for viewing. You can always add or edit your personal information at Contact Information tab.

To add or edit Contact Information:

1. Click at **Contact Information** tab
2. Add or edit your information
3. Click **[Save]**

Edit Contact Information is not applicable for System Administrator (superroot) and Siteadmin.

4.11. Your Tasks

Your Tasks is where your pending tasks for article approval are located. Depending on your role, this section contains items such as pending list of articles that have been set for approval, articles that need to be rewritten and many more. This section is personalised to display only the tasks relevant to you.

To view your tasks list:

1. Click on the calendar icon at the top right corner/Shortcut Panel to view your task; or click at **My Account** at the left menu and click on **Task List**.

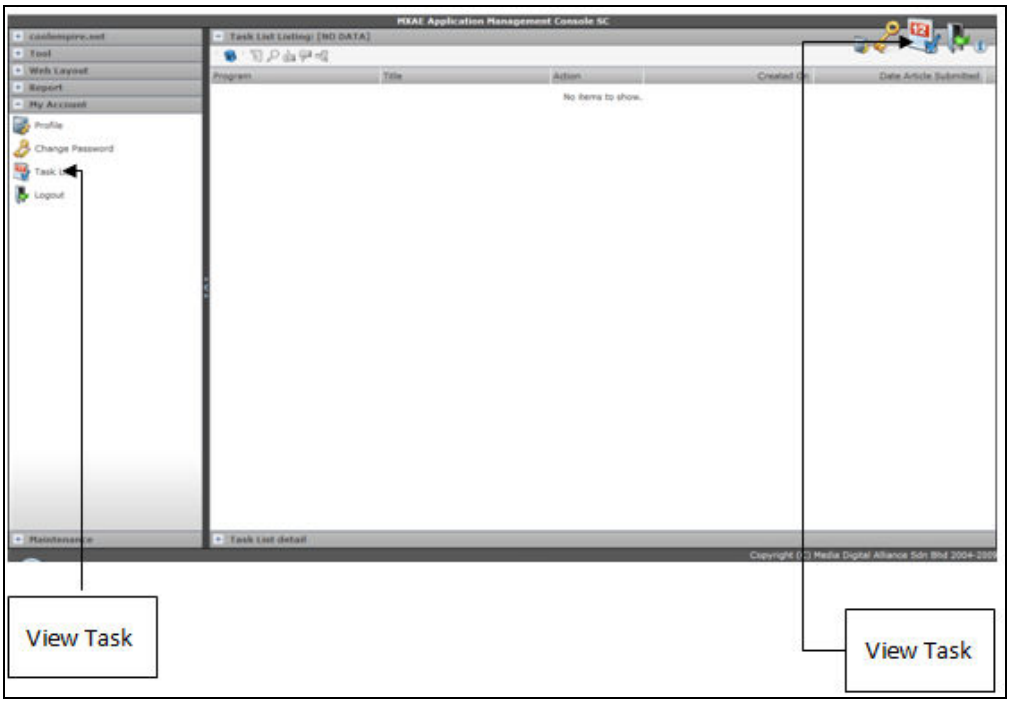


FIGURE 22: MANAGE ACCOUNT – VIEW TASK

4.12. Favourite Shortcuts

Favourite Shortcuts is where you can create quick launch tool that provides one-click access to the hierarchical list of your favourite content (ie MXAE Channels and Programs).

Refer to **Chapter 5** for more information of Channel and Program**.**

This virtual list helps you to 'jump to' your favourite Channels or Programs immediately, rather than having to scroll through the tree menu on the left menu panel.

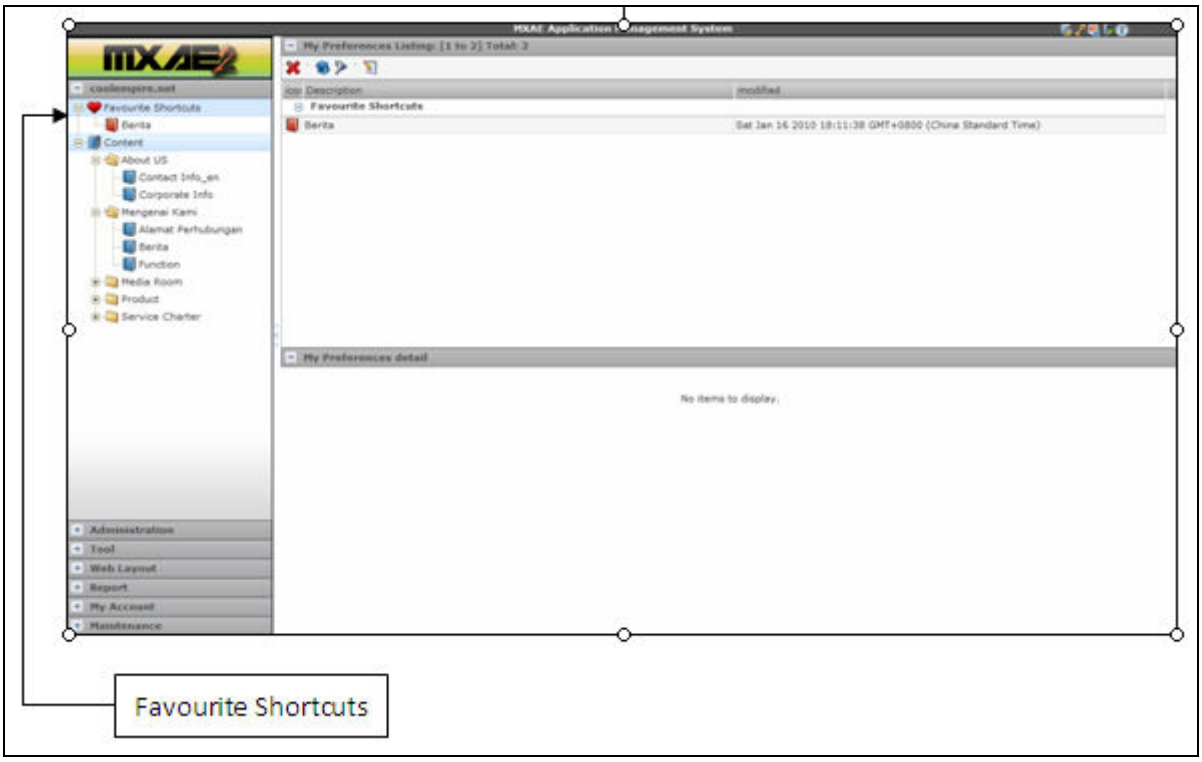


FIGURE 23: MANAGE ACCOUNT – FAVOURITE SHORTCUTS

4.12.1. How to Add Channel into Favourite Shortcuts?

To add Channel into your favourite shortcut:

1. Click at **[Content]** from Left Menu Panel
2. Click at the desired Channel
3. Drag and drop the Channel into **Favourite Shortcuts** located just above Content
4. You will be able to see the virtual link of your favourite Channel inside Favourite Shortcuts

If you click at one of the channel inside Favourite Shortcuts, the system will redirect you into the exact location of the channel.

4.12.2. How to Add Program into Favourite Shortcuts?

1. Click at **[Content]** from Left Menu Panel
2. Double click the Channel (you must know the Channel of the Program)
3. Click at the desired Program
4. Drag and drop into **Favourite Shortcuts** located just above Content
5. You will be able to see the virtual link of your favourite program inside Favourite Shortcuts

If you click at one of the Program inside Favourite Shortcuts, the system will redirect you into the exact location of the Program.

Refer to **Chapter 4.7.3** on How to Delete Favourite Shortcuts.

PART TWO: PLANNING A WEBSITE

CHAPTER 5 STRUCTURING YOUR WEBSITE CONTENTS

In this chapter, you will:

- Know how to plan your website contents in MXAE by organising and structuring
- Learn about storing images in MXAE
- Learn about the concept of formsets

5.1. Planning Content Categorisation

By planning your website's content categorisation, you will be able to structure the contents in MXAE easily. The rule of thumb is that all articles should be organised and grouped into meaningful categories. Next, structure the contents. By structuring the contents, you can determine appropriate levels of information.

Let us take the example of "Company Info" again where you can categorise and group together contents related to company information into a category named "Company Info" and structure the contents under sub-categories such as "About the Company", "Products & Services" and "Contact Us".

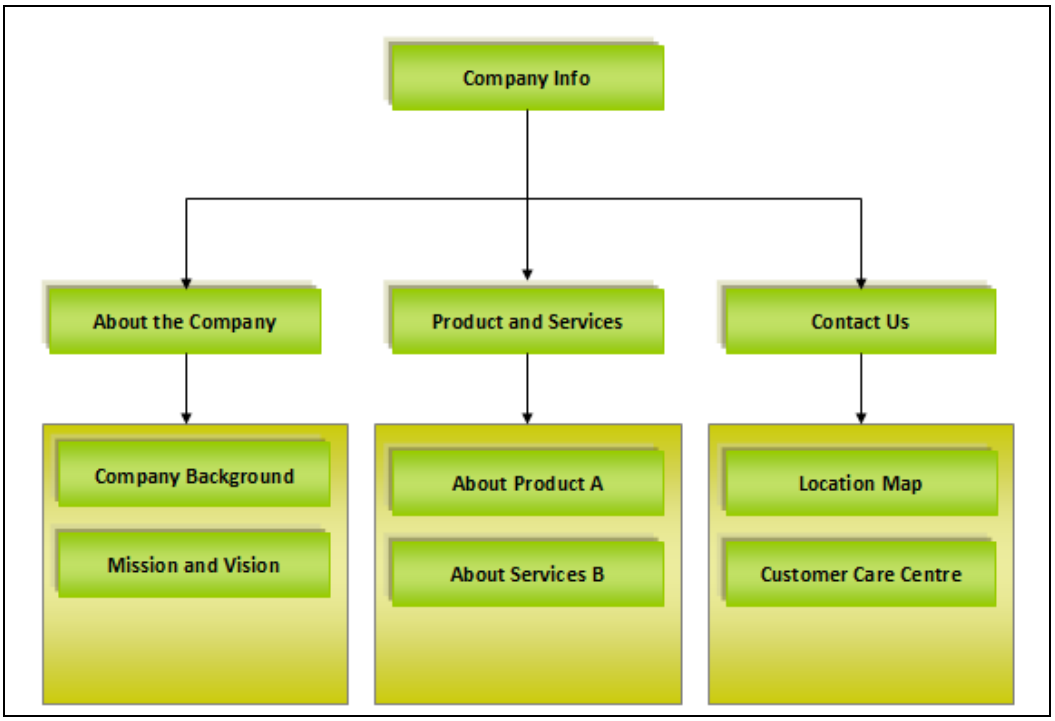


FIGURE 24: PLANNING CONTENT CATEGORISATION

When you have the content categories all planned, you can now start to plan your MXAE folders.

What we have shown you is the best practice in planning content categorisation for your website. You can plan your content differently and it will not affect the system at all.

5.2. Planning Folders

In order to plan the folders, you first need to understand the concepts of folders in MXAE which are called **Channels** and **Programs**.

MXAE organises contents using Content Hierarchy, where content items such as articles, images, etc are stored in folders – very much similar to the way you organise your files on your Windows Explorer at your computer. Contents in MXAE called **Articles** are placed into folders called **Programs** and all Programs sit in folders called **Channels**.

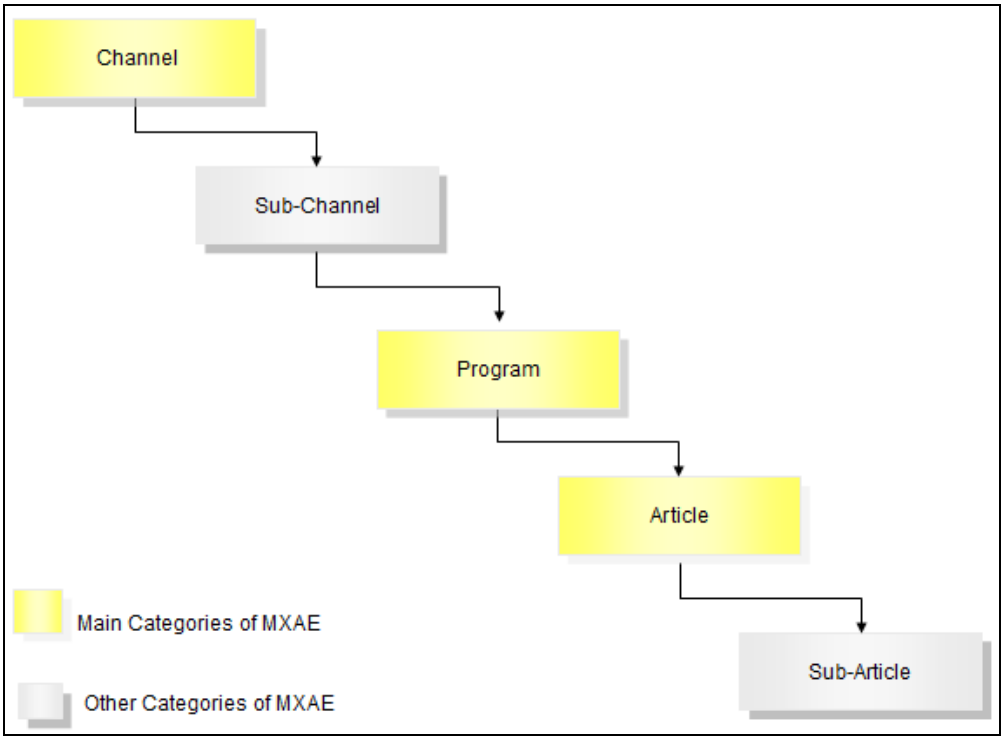


FIGURE 25: MXAE CONTENT HIERARCHY

5.2.1. What are Channels?

Channels work like folders and act as the main category. It is the highest level inside the hierarchy of MXAE content. A Channel contains Programs and Articles. A Channel is the first category that you have to create, followed by Programs. You may create sub-Channels if your website contents are multi-levels.

Channels do not contain articles, only contain sub-Channels and Programs.

5.2.2. What are Programs?

Programs are the folders that contain articles. They are the folders where articles are stored. A Program also tells what MXAE should do when articles are updated into the database. It contains instructions for MXAE on how to handle the articles such as whether the articles should be published immediately or need approval, the date and time scheduled to publish the content, should the content allow comments, rating or polling and so forth. A Program resides in a Channel.

The formsets for articles are determined in a Program. Formsets are the layout of article insertion. This is where you determine the fields that you would like to have when uploading articles.

Refer to **Chapter 5.4**, for more information on Formset.

5.2.3. What are Articles?

Articles exist in various forms such as news, information, data that may include prices, quotes, numbers, dates, models, and many more. Articles may originate from various sources such as user submission, feed from news services or public postings. Articles may contain text, images, audio, video and document or other binary files attached to it. Articles are the lowest level in the hierarchy of a website.

Other tools such as comments, polling and rating can also be appended to the article. Articles can also contain sub-articles. Sub-articles are normally used for forum or multi-pages articles where an article can contain multi-threaded articles.

All articles inside a Program will share the same user approval, version control and other controls created in the Program.

5.2.4. How to Group Articles?

As mentioned previously, all articles need to be grouped into a subfolder called 'Program'. You can group your articles as freely as you like, however, here are some suggestions on how you can group your articles in MXAE.

a) By how you want it to be displayed on the website: For example, you can create a sub-folder called "About Us" and group related articles in the sub-folder such as "The Management Team", "Company History", "Mission and Vision", etc.

b) By user approval: You can group articles based on users who will approve articles before they are published to the website.

c) By formset that you use: Articles in the same Program share the same formset. Thus, it will be difficult of you to group articles about events and research paper together in the same Program since they do not share the same formset.

Refer to **Chapter 5.4**, for more information on Formset.

5.2.5. Relationship between Channels, Programs and Articles

Content categorisation in MXAE is basically divided into three main categories: **Channels**, **Programs** and **Articles**.

The diagram below illustrates the relationships:

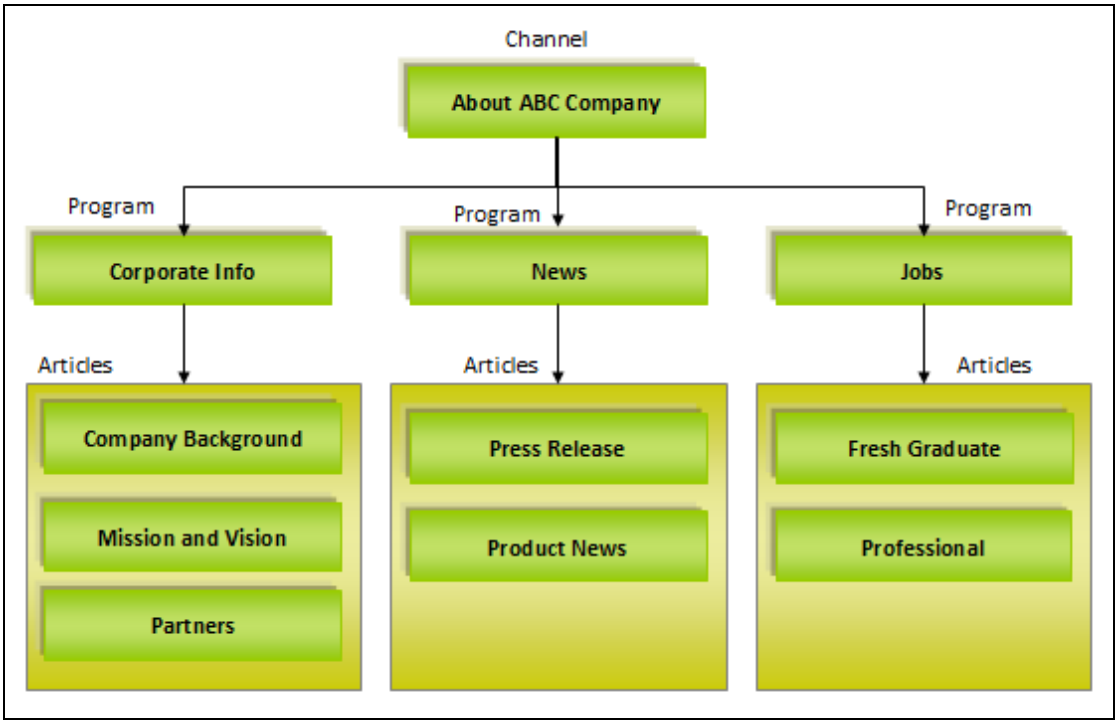


FIGURE 26: SAMPLE OF MXAE CONTENT HIERARCHY

When to Use sub–Channels?

You can create sub-Channels if you need to further categorise your articles. In other word, create new folder in the hierarchy.

When to use sub–Articles?

You need to create sub-Articles if your website content is multi-threaded. For example, if you wish to create Forum, the postings are articles, while the replies are sub-articles. You can also create multi-pages articles. For example, you can create product review page and break it into different topics such as Introduction, Product Specifications, Performance and Conclusion.

5.3. Storing Images

A website usually consists of contents such as articles, photos, document attachments, programming files, icons and images, and many more. For example, an article may contain not only text but can be accompanied by image files, sound files and video files. These contents need to be stored into their appropriate location. In MXAE, you can store files in two places:

a) Repository

b) File Management

5.3.1. Storing in Repository and File Management

<table>
<tr><th></th><th>File Management</th><th>Repository</th></tr>
<tr><td>Non-images</td><td>Usually used to store templates, CSS files, Flash files, JavaScript files, etc.</td><td>Usually used to store files that are attached to an article such as PDF, Word, Excel or other binary files.</td></tr>
<tr><td rowspan="2">Images</td><td>Images stored are usually for website template such as icons, buttons, logo and other related images of website design. These images can also be uploaded using FTP tool such as Netdrive, SecureFx or FileZilla FTP client.</td><td>Images stored are usually for attachment with articles. Images stored in repository can be shared with other users.</td></tr>
<tr><td colspan="2">There is no restriction on the file format that can be stored in the file management or repository. However, if the images are to be displayed with the article, you should ensure that the file format conforms with HTML standards.</td></tr>
<tr><td>Location of Images</td><td>In directory called Images in File Management. You could also create a new folder to store the image files.</td><td>On database or directory path.</td></tr>
</table>

☝ If you plan to use images from repository in your article, It is advisable that you upload images before uploading articles. This will ensure that the images are ready to be inserted when you upload articles.

🕮 Refer to **Chapter 13**, for more information on Repository; and **Chapter 26.2** for more information on File Management.

5.4. Planning Formsets

Formsets plan the layout of your article insertion. This is where you determine the fields that you would like to have when uploading articles. For example, to upload an article below, you need to have the News formset illustrated:

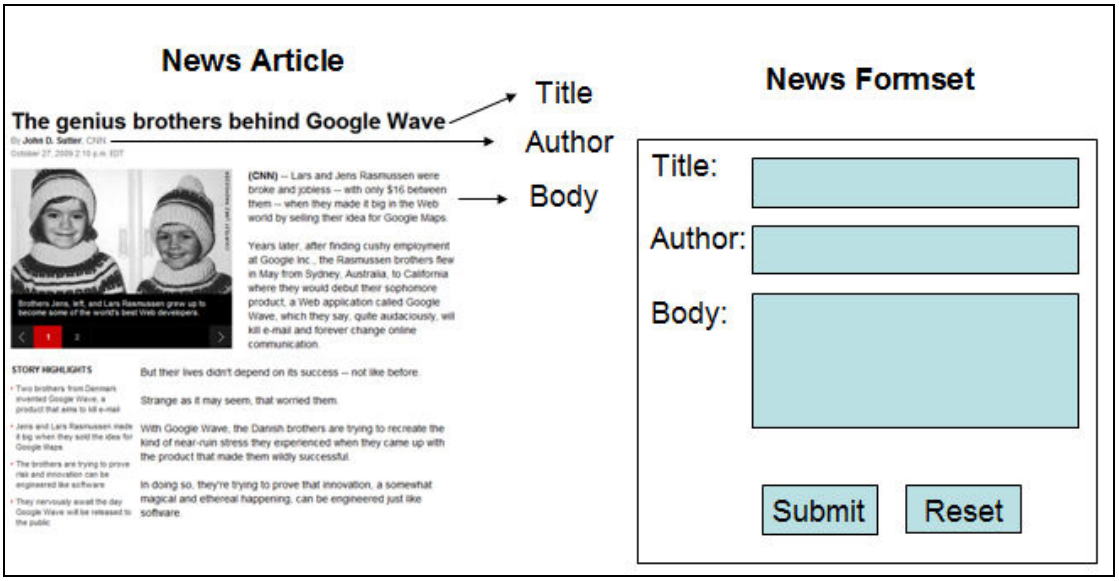


FIGURE 27: RELATION BETWEEN FORMSET AND ARTICLE

In the diagram above, if you need to insert this article into your website, you can create a formset that contains the fields: Title, Author and Body so that when the article is uploaded, it will contain the data just like above.

The look and feel of an article on a website is purely based on the template. Refer to **Chapter 8.1** for more information on **Templates**.

You are advised to identify the fields that you will need in order to upload the articles of your website. Formsets can differ according to the type of contents you have. For example, a formset for Research Paper might have fields such as Research Title, Author, Excerpt and Attachment; while a formset for Events Calendar might have fields such as Event Title, Time, Venue, and Event Description.

MXAE has default formsets called **General**. Do check the fields of the formset before creating new ones so that you do not create new formsets that are similar to the default ones!

5.4.1. How to Plan the Formsets?

You can plan the formsets after you have planned the content categories of your website. By then, you should already know the types of contents that you have. You should:

a) Identify the fields of your formset. For example, the fields for a News article can be: Title, Author, and Body.

b) Identify the field type for each of the field. For example, field type for Title can be single line text while field type for Body can be multiple line text.

c) Determine the articles that can use the same formsets and the articles that need to have other or new formsets.

d) Ensure to choose the appropriate title for fields and title for the formsets. It is easier for future reference.

5.4.2. Why are Formsets Important?

a) In using MXAE, you need to create formsets before creating Programs and uploading articles. It is the pre-requisite of creating Program.

b) By determining the appropriate fields and formsets for all articles, it is easier to categorise your website contents.

c) Content categorisation and content uploading will be difficult later on without proper planning of formsets.

🕮 Refer to **Chapter 9** on how to create Formsets.

CHAPTER 6 SETTING UP USERS

In this chapter, you will:

- Identify the processes to set up MXAE users
- Understand user rights, permission and roles
- Understand workflow concept and how to plan it

6.1. Process of Setting up Users

Users of MXAE are granted with rights, permissions and roles. Here, we are focusing on the Back End users.

📖 Refer to **Chapter 3** on the types of MXAE Users.

Before you start creating the various users to access MXAE, you should consider the processes below so that you can plan who can actually access MXAE and what they can do:

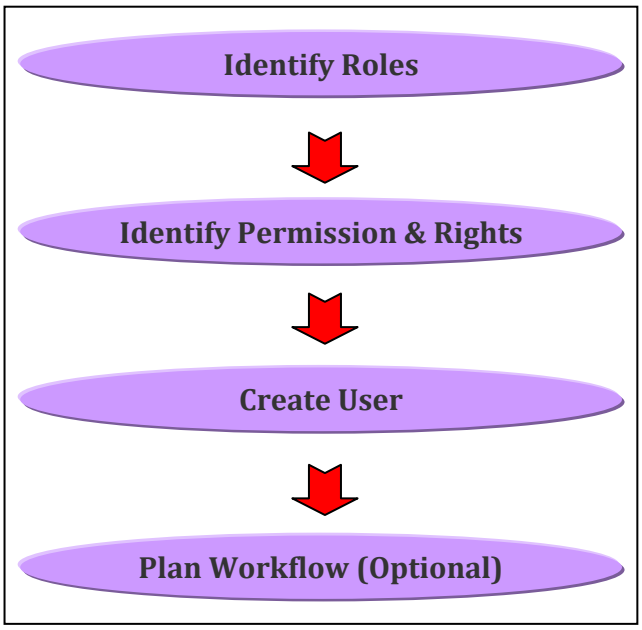


FIGURE 28: PROCESS OF SETTING UP USERS

6.2. Identify Roles

Depending on how extensive your website is, you should plan the resources of your Web team – those who will access MXAE to do their work.

For example, your team can consist of:

Roles	Function & Access
Site Administrator or Webmaster	Responsible to manage a website. The Site Administrator has unrestricted access to all features in MXAE but limited only to the website he or she manages.
Content Uploader	Responsible to manage contents eg create, edit, schedule, archive, etc.
Content Approver	Responsible to approve contents before being published to the website. This role is usually for the Editor or Manager of the website.
Programmer	Responsible to manage programming / technical side of the website.

📖 Refer to **Chapter 12**, on how to create MXAE Roles.

📖 Refer to **Chapter 3**, on how to understand and identify different type of MXAE Users.

6.3. Identify Permission and Rights

After you have identified the roles, you should plan for users' permission and rights. You need to identify what they can do with their role.

Example 1:

Role	Programmer
Permission	Permission to do changes to Theme and Templates
Rights	View, Add, Edit, and Delete Theme and Templates

Example 2:

Role	Content Uploader
Permission	Permission to do changes to articles (in specific Channel and Program)
Rights	View, Add, Edit, Delete and Schedule articles

✋ In order to set user permission for Channel and Program you need to specify them inside the individual Channel and Program.

📖 Refer to **Chapter 12**, on how to set MXAE Role.

6.4. Create User

After you have identified the roles, permission and rights, the next step is to identify the team member for each of the roles. This is basically resource planning for your website management. Creating User comes after identifying roles, permission and rights since roles, permission and rights might not change, while the users might change occasionally.

It is useful to have a chart that lists the personnel, their roles and task, and their responsibilities for reference.

Refer to **Chapter 12**, on how to create MXAE Users.

6.5. Plan Workflow

After you have successfully created users, assign rights and permission, you have option to create a workflow.

A workflow is a built-in quality control feature where levels of validations and approvals are carried out before articles are published on the website. A workflow allows several levels of approvals or approver to validate and approve articles. It also allows several approvers in each level of approval to read through the articles. Approval of an article can be done based on setting logical filtration that allows article with certain phrase to be validated by a certain person. With this, the content is thoroughly filtered and corrected before it is published on the website.

In MXAE, all workflow tasks can be accessed via Task List. Actions such as **Approval** and **Reject** can be done at the Task List. Every notification message for workflow tasks (on complete approval, task pending, task re-approve and complete approval) can be customised in any format and languages of your preference.

CHAPTER 7 DESIGNING A WEBSITE

In this chapter, you will:

- Understand Web design in MXAE and identify its tools
- Understand MXAE template chunking

7.1. Basics of Website Design

Good website design is not just about "nice" design but also involves content, tone and the way information is arranged, as well as accessibility and usability for visitors. You (or your Web Designer) can create designs using various tools such as Adobe Dreamweaver, Microsoft Frontpage and many more. No matter what tool was used, although not mandatory, but it is recommended that the design should be "chunked" in order to make the work easier when developing templates in MXAE.

7.2. What is Chunking?

Website design can be divided into several categories based on creativity of your Web Designer. However, a typical webpage layout can usually be divided into five main sub-sections namely:

a) Header

b) Left bar

c) Body

d) Right bar

e) Footer

A web designer can pretty much come up with unlimited layouts for a website by just playing with a variation of these sub-sections. There are always certain properties attached to each of these components on how it is being used throughout the site:

- Header and footer are seldom or never change
- Body is the part that change most often
- Left bar and right bar will always stay consistent across the same Channel or Program

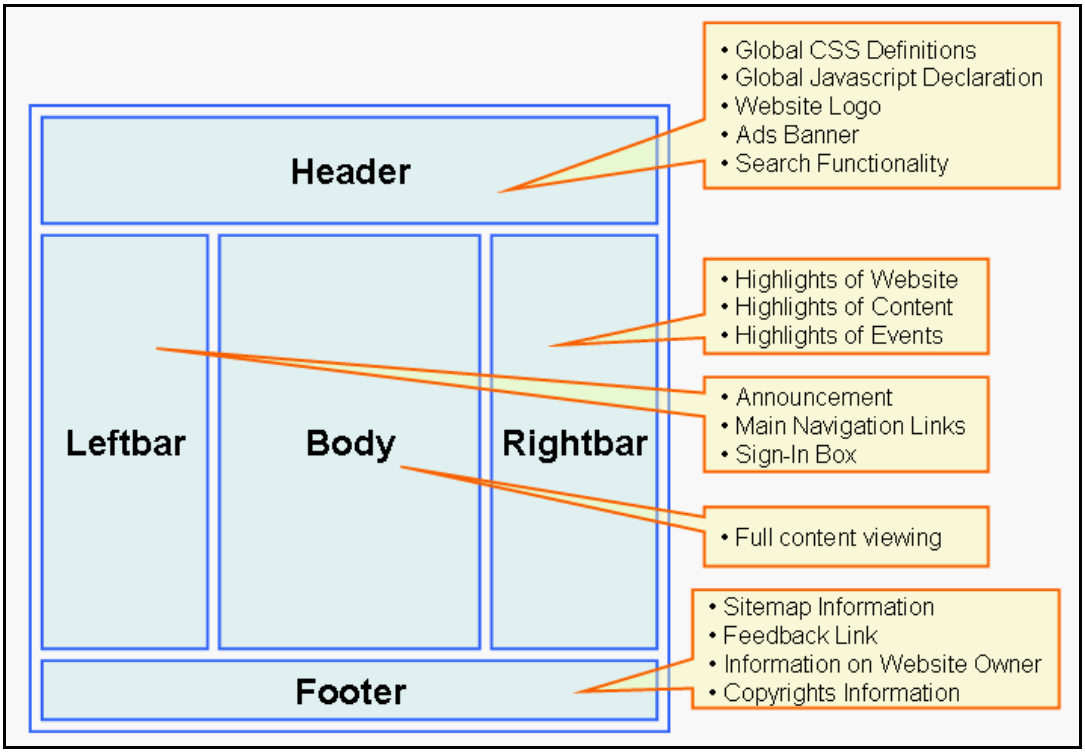


FIGURE 29: COMPONENTS OF A WEBSITE

7.3. MXAE Template Chunking

You need to chunk the website design codes (for example HTML, CSS, JavaScript, etc) into the five components which are the header, left bar, body, right bar and footer. Next, you need to insert each of the components into its own templates such as the header template, the left bar template, the right bar template and footer template.

Each of the component templates is to be inserted into MXAE main templates: Index templates, Channel templates and Program templates. Why? This is to make the website you are developing easier to maintain and to make the template dynamic.

```
<!-- BEGIN: HEADER -->
<html>
<head>
<title>Welcome to NFXnet</title>
</head>
    :
    <table>
        :
        :
    </table>
    <!-- END: HEADER -->
    <!-- BEGIN: BODY -->
    <tr>
        <!-- BEGIN: LEFTBAR -->
        <td width=160 bgcolor=#E5F9FB align=center valign=top>
            :
            :
        </td>
        <!-- END: LEFTBAR -->
        <!-- BEGIN: CONTENT -->
        <td width=600 align=center valign=top>
            :
            :
        </td>
        <!-- END: CONTENT -->
    </tr>
    <!-- END: BODY -->
    <!-- BEGIN: FOOTER -->
    <table width=760 height=22 border=0 cellspacing=0 cellpadding=0>
        :
        :
    </table>
    :
</html>
<!-- END: FOOTER -->
```

```
<! -- BEGIN HEADER -- >
    <!--[template code=theme1_header]-->
    <! -- END HEADER -- >
    <! -- BEGIN BODY -- >
        <tr>
                <! -- BEGIN LEFTBAR -- >
                <!--[template code=theme1_leftbar]-->
                <! -- END LEFTBAR -- >
                <! -- BEGIN CONTENT -- >
                <td width=600 align=center valign=top>
                    :
                    :
                </td>
                <! -- END CONTENT -- >
        </tr>
        <! -- END BODY -- >
    <! -- BEGIN FOOTER-- >
    <!--[template code=theme1_footer]-->
<! -- END FOOTER-- >
```

FIGURE 30: COMPONENTS OF A WEBSITE (FROM MXAE TEMPLATE)

CHAPTER 8 UNDERSTANDING TEMPLATES

In this chapter, you will:

- Identify and differentiate Template and Theme
- Understand the purpose of templates in MXAE
- Understand how MXAE displays a webpage using templates

8.1. What are Templates?

A Template is basically the layout and design of the website pages or how content is arranged (taken from database) and displayed on graphic design. It determines the look and feel of the website and how content is presented to website visitors.

For more information on **Web Templates**, visit **[**http://en.wikipedia.org/wiki/Web_template**]**

Here are a few features of templates:

- Templates are designed using graphics and then combined with text, HTML tables or CSS for professional webpage layouts
- Template designs can be created using web page builder application and graphics Programs such as Dreamweaver and Paint Shop Pro. MXAE template scripting language (TSL) is then inserted to the template for getting the content from database.
- In MXAE, template manages the appearance of your web pages or in other words, the look and feel of your pages and the type of content to be displayed.
- All the scripting for MXAE is done in the template
- Template is where you insert HTML tables, CSS codes, the coding or Programming languages such as TSL, PHP, API, JavaScript and other script or code necessary

8.2. What are Themes?

A theme consists of templates. In simple words, you group templates into a folder called Theme. Theme controls the appearance of an entire website. In MXAE, you can build as many themes as you wish for your website.

You may want to consider having different themes for a few functions:

a) Theme for specific browser such as Internet Explorer, Google Chrome, Mozilla Firefox or Opera;

b) Theme for some other browsers that may not conform to HTML standards;

c) Theme for specific devices such as theme for PDA and handphones;

d) Theme for festive seasons such as Hari Raya, Chinese New Year and Christmas; and

e) Theme for specific website audience. For instance, website members can have a different appearance compared to website guests.

f) Theme by specific locations. For instance, different theme for different office branches.

Good thing is - you may change the theme of your website without even affecting the contents!

If you forget to include index template into the default theme, you will find that your website will display a blank page!

8.3. Concept of Themes and Templates in MXAE

In MXAE, a theme must consist of one compulsory template which is the Home template: This is the front page (or homepage) of your website. It contains codes to display images, HTML tables, contents from database and anything that you want to be seen on your front page. You will see a blank website if you do not specify a home page template in your theme.

You might want to create Channel, Program and Article templates, based on your content categorisation:

a) Channel Template: Template for Channel page

b) Program Template: Template for Program page

c) Article Template: Template for Article page

Apart from the above templates, you might also need to have other templates such as:

a) Error Document Template: Template for error messages page

b) Members' Template: Template for members' page (if your website has this feature)

c) Search/Index: Template for Search Page

The group of templates will collectively become a theme. The relation is as below:

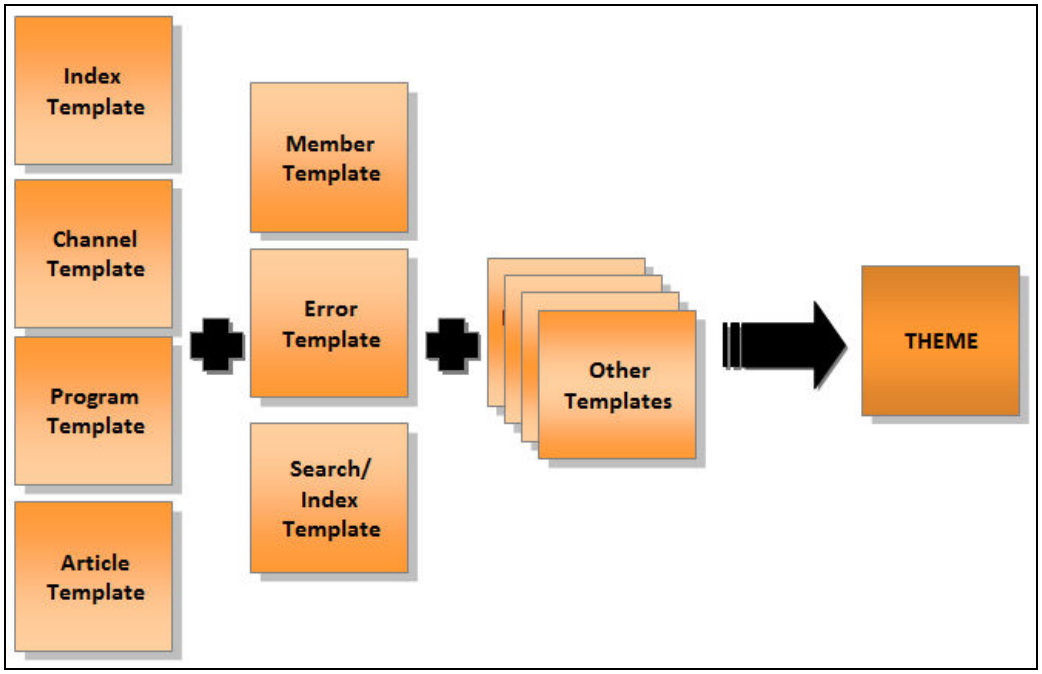


FIGURE 31: RELATION BETWEEN THEME AND TEMPLATES

8.4. How MXAE Displays a Webpage

MXAE displays a webpage using Theme and Templates.

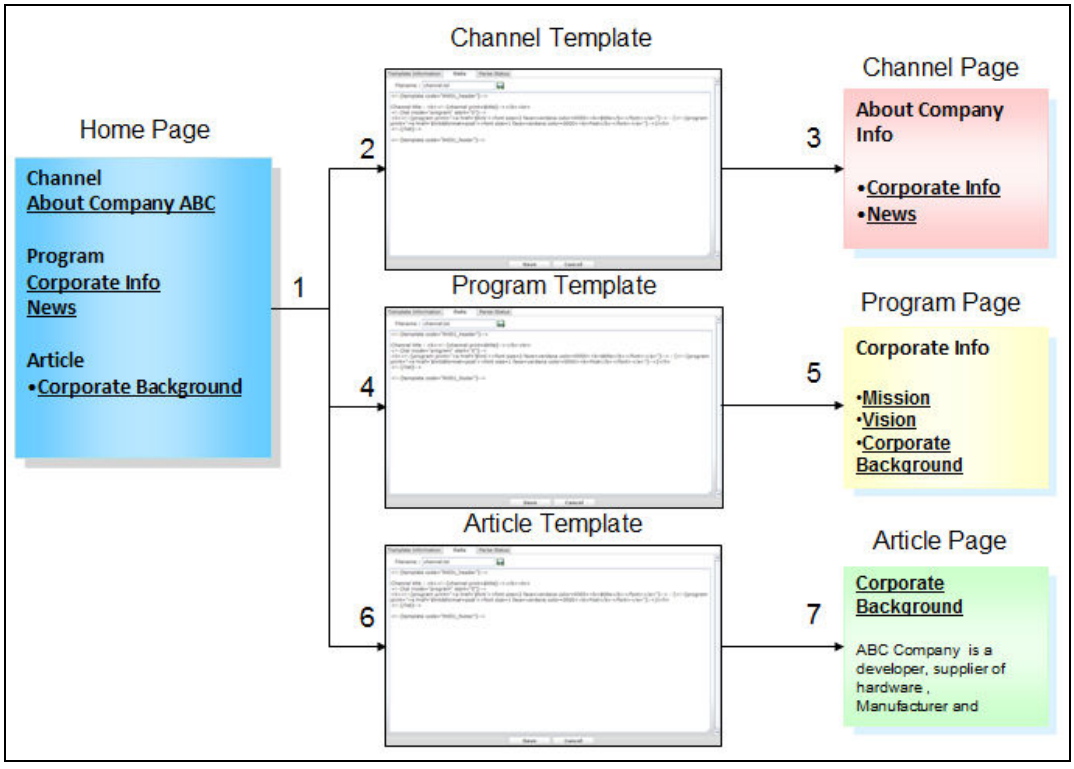


FIGURE 32: HOW MXAE DISPLAYS A WEBPAGE

Imagine that you have created ABC Company Website. The followings are how MXAE works when you click at any of the content from homepage:

a) If you click at Channel from homepage (1), MXAE will find the Channel template (2) and read instructions which consist of Programming languages such as TSL, HTML, PHP, etc. Then, MXAE will display the information through Channel page (3).

b) If you click at Program from homepage (1), MXAE will find the Program template (4) and read instructions which consist of Programming languages such as TSL, HTML, PHP, etc. Then, MXAE will display the information through Program page (5).

c) If you click at Article from homepage (1), MXAE will find Program template (6) and read instructions which consist of Programming languages such as TSL, HTML, PHP, etc. Then, MXAE will display the information through Program page (7).

🕮 Refer to **Chapter 14**, on how to create Themes and Templates.

🕮 Refer to **MXAE Programming Handbook** on how to insert Programming codes into Templates.

8.5. Theme Rules

MXAE allows you to create theme rules. The idea of theme rules is to use single address and the system will automatically route to the theme according to conditions you specified. For example, you can set rules for MXAE to automatically determine which theme to use when guests or members visit your website. With theme rules, you can also build different themes for different device browsers such as desktop browsers, PDA browsers, mobile browsers and other browsing devices.

In addition, theme rules allow you to control the theme by membership group, IP addresses and even time or duration. For example, theme rule using IP addresses can be used to differentiate location of access by country. As for time or duration, you can set a new theme to appear and expire automatically for example, during a festive season. Once the theme rules are set, the website will only use one URL address for all types of media delivery.

PART THREE: CREATING A WEBSITE

CHAPTER 9 CREATING FORMSETS

In this chapter, you will:

- Understand what formsets are used for in MXAE
- Learn how to create formsets
- Learn how to manage and edit formsets

9.1. Formsets in MXAE

Formsets in MXAE are actually forms which contains fields for data submission to the database. The forms can be designed for article or other type of content submission. If you are building an application, the form can be designed to contain your application data. By default, MXAE provides a standard pre-built formset for article submission called **General**. You can always create your own formsets with your own customised fields.

Here is an example of formset and terms used in formset:

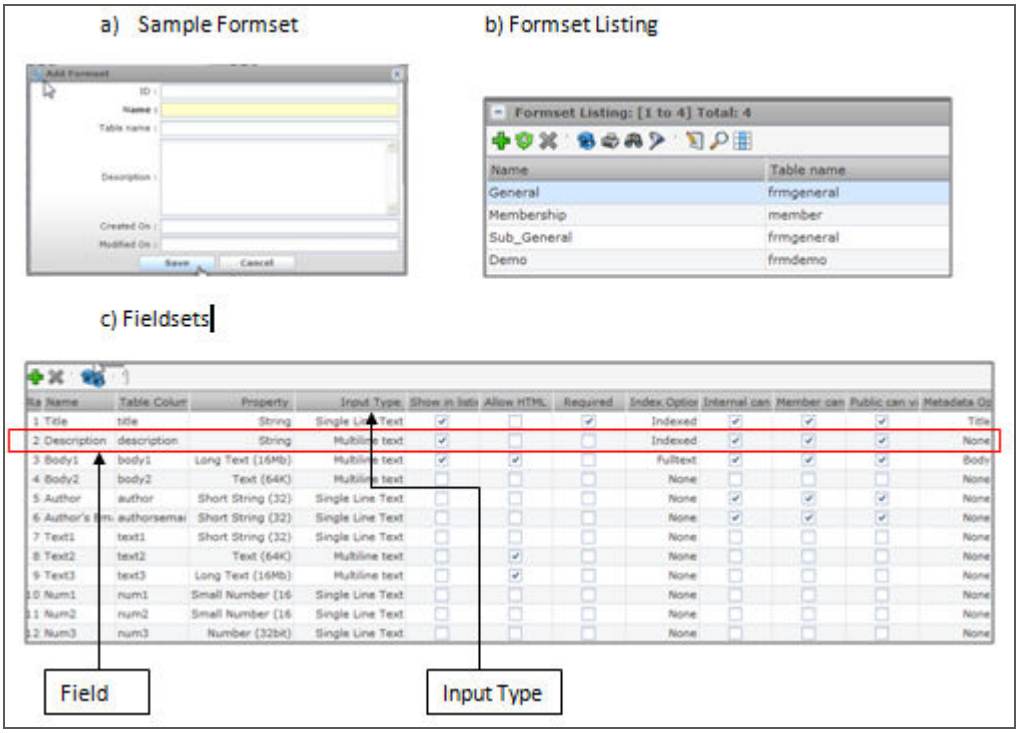


FIGURE 33: EXAMPLE OF FORMSET AND TERMS USED

A formset has to be created first so that you can choose it when you create a Program. The formset will determine the behaviour of your Program by means of the number of fields (also known as **Fieldsets**), the names and the description of each of the fields which you create.

Fieldsets

Fieldsets are the fields that you create in your formsets. Even if you have created your formsets, the fieldsets are still editable. Only the **Tagging Name** and **Table Column Name** cannot be changed or edited. These variables are normally defined when you create your formset and kept in the system and in the database.

Creating formsets and their fieldsets is basically creating database tables and fields in the database. Formsets help you to easily organise your tables, understand the tables and search the tables based on the Program it is applied in.

📖 Refer to **Chapter 5.4** for more information on Formset.

9.2. Formset Features

Formsets in MXAE are divided into:

a) Default (pre-built formset named **General**): MXAE provides a standard formset called **General.** This formset consists of generally used field names and fieldset properties.

b) Custom: You can always create your own formsets with your own customised field names and fieldset properties.

MXAE's formset features you should know:

a) Besides using the default formsets, you can customise formsets based on your own requirements.

b) Formsets can be shared with other programs

c) Formsets are reusable. Therefore, you can reuse the same formset (including the default formset) for other Programs. When reusing formsets, you can also choose to change the name of the fieldsets and hide some of the fieldsets. This means that the database table will still be the same but with different field names and the fields to be displayed in the forms.

d) Each field in formset can be validated via a validation text field and validation message field. Example of validation include allow input for certain value range only (for example text only or alphanumeric only), correct email format input validation (for example accept only email format), etc.

e) Fieldsets can be indexed (for database table indexing).

f) Fieldsets can be encrypted.

It is advisable to create a formset before you add a Program because once a Program has been created, you can't change to other formset. You are only allowed to choose other formsets that you reuse. However, you can still add new fieldsets to the formset.

9.3. How to View Formset Table

To view the formset table:

Go to: Administration > Click **[Formset]**

Below is the description of the Formset listing panel:

Column	Description	Additional Explanation and Tips
Name	Formset name	This information will help you to identify the exact formset to apply when you create a new Program.
Table name	Table name will be automatically given based on your formset name	
Description	Formset description	

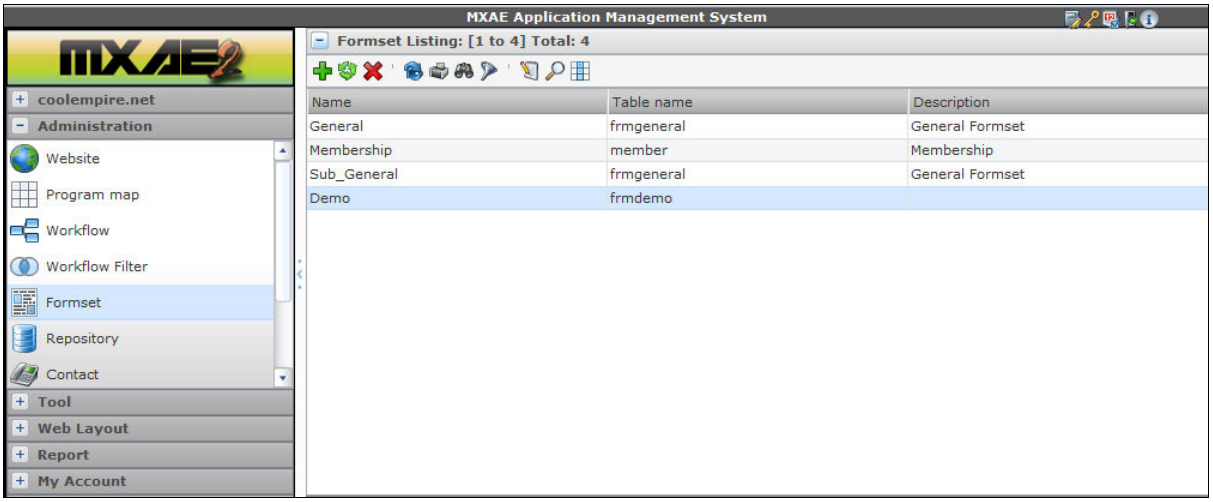


FIGURE 34: FORMSET LISTING

The formset determines the number of fields, the field names and the description of each field in the Program to be created. It is very similar with creating tables in the database.

9.4. How to Create Formset

To create a formset:

1. Go to: Administration > Formset
2. Click **[New]**
3. A dialog box with the following fields will appear:

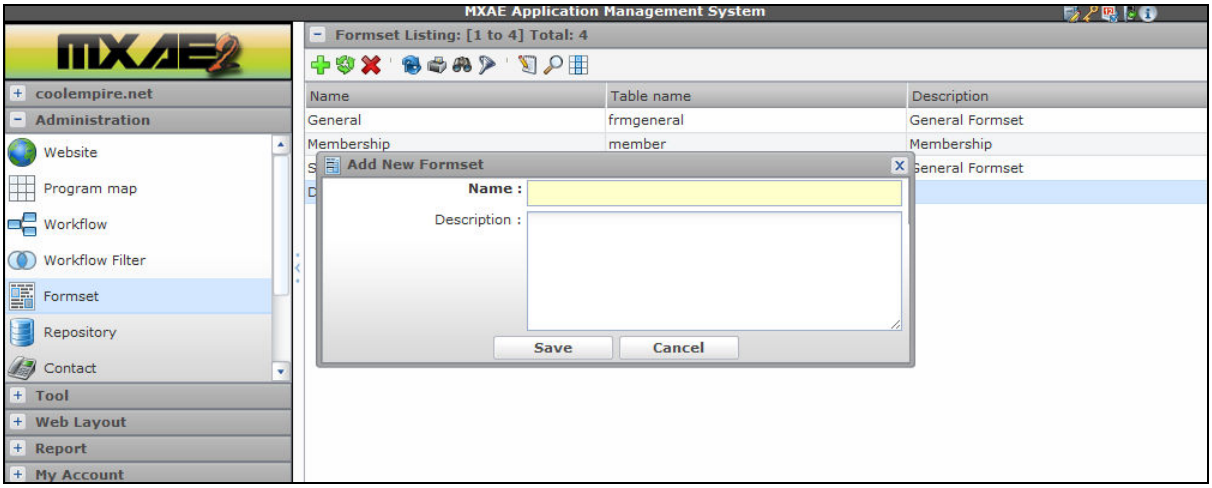


FIGURE 35: ADDING FORMSET

Tab Panel	Fieldname	Additional Explanation and Tips
Create formset	Name	Define the formset name. Use a name that you can easily associate with a specific Program for example 'newspage', 'forum_page', 'forum_subpage', etc.
	Description	The description of the formset should explain its usage with which Program / content.

4. Complete the information in the text fields
5. Click **[Save]** to store formset or **[Cancel]** to abort

The fieldset dialog box will automatically display the fieldset setting.

6. The dialog box will close and **Add New Fieldset** dialog box will automatically pop-up.

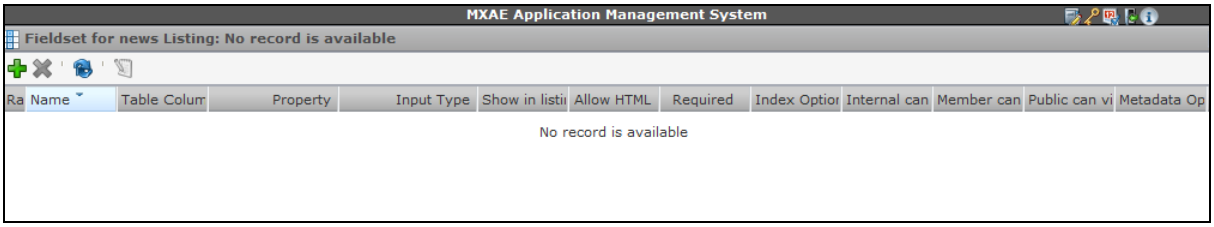


FIGURE 36: FIELDSET SETTING

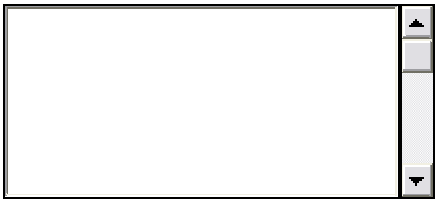
The fieldset table pop-up window allows for Grid Editing where you can change or edit the information by double-clicking on the cell.

7. Click **[New]** to add **new fieldset.**

   Below is the list of all fields in Add New Fieldset function:

Tab panel	Fieldname	Additional Explanation and Tips
Fieldset Information	Rank	Ranking of the field. You can change the ranking later by using the drag and drop of the field to re-arrange the field's ranking
	Name	Name of the field
	Table Column Name	Name of the table column. You can leave this blank and will be automatically given based on the name
	Input Type	An input field can be a text field, a checkbox, a password field, a radio button, a button, and more
	Property	The field property or Data Type. Eg: Short String, Text, Boolean, etc
	Length	Length of the field
	Index Options	Options for field to be indexed, full text indexed or to be encrypted
	Metadata Options	Options for Metadata (Search Engine)
Fieldset Options	Fieldset Option	Specify the option you wish to set to the newly created field. (options for check boxes, radio button, etc.
	Default Value	Default value of the field
	Validation text	To assist in validating your text input and textarea form fields
	Formatting Message	Formatting Message. Messages to be displayed in relation to the validation text at icon next to the fieldset

8. Key in the Name or optional table Column Name
9. Key in the input type as shown below which lists all the input types and their different functions:

Input Type	How it looks like on your website	Effect when selected
Single Line Text		Allow user to enter only a single line of text in the fieldset.
Multiline Text		Allow user to enter multi line of text in the fieldset.

Input Type	How it looks like on your website	Effect when selected
Password	**********	Allow user to enter password in the fieldset which will be displayed as asterisks.
File	c:/Datafiles/report.pdf	Allow user to upload a file
Radio button	OptionButton OptionButton	Allow user to choose only one of a predefined set of options
Check box	CheckBox1 CheckBox2	Allow user to make multiple selections
Select Option		Allow user to a single option from a longer list of options.
Multiple Select Option	Option 1 Option 2 Option 3	Allow user to make multiple selections from a longer list of options.

10. Next, choose the field Property. The table below lists all the field properties and their different functions:

Property	What it means	Additional Explanation
Short String (32)	A string with a maximum length of 32 characters.	Normally use for, name, country name, state, etc.
String	A string with maximum length of 255 characters.	Normally use for longer title, name, etc.
Text (64K)	A text with a maximum length of 64K	Normally use for description etc.
Long Text (16M)	A long text with a maximum length of 16M	Normally use for body, notes etc.
Boolean (8bit)	Return true or false	i.e. Male or Female
Small Number (16bit)	A small number value.	-
Number (32bit)	A Large number value	-
Float (15,5)	A small number with a floating decimal point.	-

Property	What it means	Additional Explanation
Double	A large number with a floating decimal point.	-
Currency	Define currency	i.e. Dollar, Baht, etc.
Binary (64K)	Use to attach file	File size up to 64K
Binary (16M)	Use to attach file	File size up to 16M
Date	Display date	The format is: DD-MM-YYYY
Time	Display time	The format is: HH:MM:SS.
Date & Time	Display date and time	The format is: DD-MM-YYYY HH:MM:SS.

11. Insert the maximum length (in characters) of an input field (for text, strings, password, etc).

12. Click the check box under the specific function that you wish to activate. Table below lists the functions of 'New Fieldset' dialog box that you can set for each field:

Function names	What it does in actual website
Show in listing	It will ensure the field will be shown in the List Information bar.
Allow in HTML	The fieldset that was set to "Allow HTML = yes" will have an HTML editor. However, HTML editor will not appear if the input type is not multiline text even though the fieldset is set to "Allow HTML"
Required	It will show a bold text to indicate that the field is required to be filled up. For single line text and multiple line text, the text area will appear in yellow. A pop up message box stating that the fieldset cannot be empty will also appear.

13. Choose the Index Option.

Function names	What it does in actual website
None	No indexing in the database table.
Indexed	The field will be indexed in the database
Fulltext	Your website will index this field when it is indexing its content
Encrypted	Used for fieldset data that is sensitive that you do not wish to be displayed when it is being keyed in. Usually used for

Function names	What it does in actual website
	passwords.

14. Click the specific function that you wish to activate.

Function names	What it does in actual website
Internal can view	The Fieldset that is set for “Internal Can View = yes” will appear on the dialog box.
Member can view	The URL for the page where the Fieldset that is set to “Member Can View = yes” will appear on the dialog box if a user log on as a member. The URL for the page where the Fieldset that is set to “Member Can View = No” will NOT appear on the dialog box even though a user has log on as member.
Public can view	The URL for the page where the Fieldset that is set to “Public Can View = Yes” will appear on the dialog box. The URL for the page where the Fieldset that is set to “Public Can View = No” will NOT appear on the dialog box.

15. Choose the Metadata Option. This option is for the MXAE search engine to identify the type of the content i.e. content title, content description or content body. The data are also used by internet search engine crawler.

Metadata	What it does
None	No metadata elements
Title	Set the field as “Title”
Description	Set the field as “Description”
Body	Set the field as “Body”

16. Click tab - Fieldset Options

17. Insert the fieldset option for some of the input type that you specified. Table below lists the input type and the options that you can set for each field:

Input Type	Options to be set
Radio button	The fieldset will be displayed with radio buttons where you can input the options by typing the list in the **Options** field. Only one option per line as shown below: Male Female

Input Type	Options to be set
	The fieldsets will be displayed in actual website as follows: ⊙ Male ⊙ Female If the property was selected as **numeric**, the options have to be typed as follows: 1||Option A 2||Option B 3||Option C The fieldset will be displayed as: ⊙ Option A ⊙ Option B ⊙ Option C And the value will be stored as numeric in database
Check box	The fieldset will be displayed with checkboxes where you can input the options of the checkboxes by typing the list in the **Options** field. Only one option per line as shown below: Reading Travelling The fieldset will be displayed as follows: ☐ Reading ☐ Travelling If the property was selected as **numeric**, the options have to be typed as follows: 1||Option A 2||Option B 3||Option C The fieldset will be displayed as: ☐ Option A ☐ Option B ☐ Option C And the value will be stored as numeric in database.
Select Option/Multi Select option	Specifying the fieldset options for "Select option" and "Multi select option" is similar to the format described above. In addition, you also have the option to use data from other program and list them out as the fieldset option. To call up article list in a program : **<<article|Program_id>>** e.g. **<<article|3>>** to get the system to call up all the articles listing as the fieldset option

Input Type	Options to be set
	To call up Program list : <<**Program|Channel_id**>> e.g. **<<Program|2>>** To call up Channel list: **<<Channel|parent_id>>** e.g. **<<Channel|0>>** use -1 or 0 for root ID
All input types	Validation text. a) Simple email address checking for the fieldset where the input must contain "@" sign. At the validation text, type: **^([.a-zA-z0-9]+)@([a-zA-z0-9]+)** And at the Formatting Message, type: **"Please specify correct email address"** A dialog box for adding article will appear. The message: "Please specify correct email address" will be displayed when user click on the icon next to the fieldset. b) Numeric checking for fieldset. At the Validation text, type: **^[0-9]+$** And at the Formatting Message, type: **"Please input numeric only"** A dialog box for adding article will appear. The message: "Please input numeric only" will be displayed when user click on the icon next to the fieldset.

18. Specify the default value you wish to set for the new created field in the Default Value field.

You can specify certain values that will be automatically displayed by the system ie "default" values. The default values can be applied to all field types.

19. Insert the validation text as described above
20. Insert the formatting message as described above
21. Click the **[Save]** button.

For the option field, when you set the input type as a check box, radio button, select option and multi select option, you are required to fill in the value in the option field.

9.5. How to Edit Formset

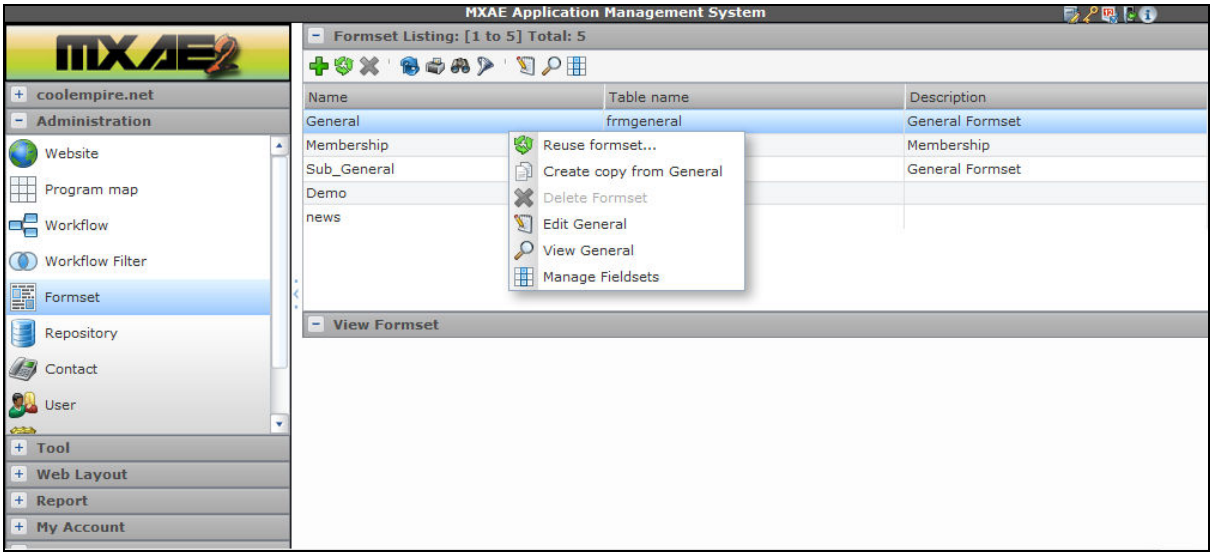


FIGURE 37: FORMSET LISTING – EDIT FORMSET

1. Go to: Administration > Formset
2. Right-click > Click **[Edit [formset name]]**
3. A dialog box with fields will appear
4. Repeat steps to Create Formset
5. Click the **[Save]** button.

9.6. How to View Formset Detail

1. Go to: Administration > Formset
2. Right-click > Click **[View [formset name]]** or double click on a formset in the list

Details for the selected formset and fieldset infomation will appear on the bottom view panel – view area.

9.7. How to Delete a Single Formset

1. Go to: Administration > Formset
2. Right-click > Click **[Delete Formset]**

User will be prompted with confirmation dialog box before deletion.

9.8. How to Delete Multiple Formsets

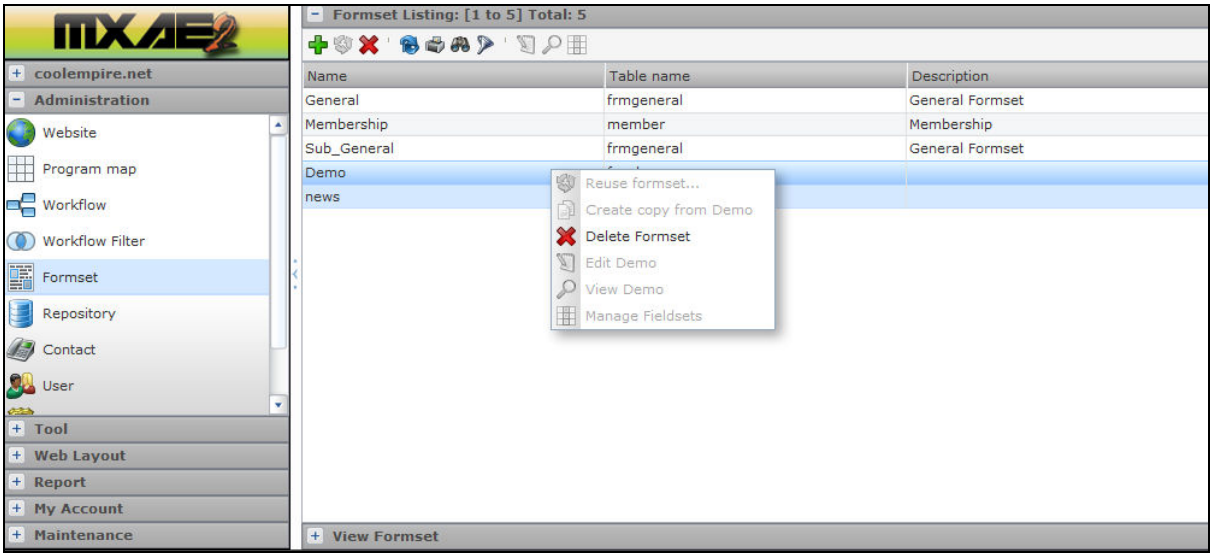


FIGURE 38: FORMSET LISTING: DELETE FORMSET

1. Go to: Administration > Formset
2. Press the **[CTRL]** key on the keyboard and use your mouse to click on all formsets you wish to delete in the Formset rows.
3. Then, right-click > Click **[Delete Formset]**

9.9. How to Reuse Formset

You can reuse your formset for different Programs:

1. Right-click on the name of formset you wish to reuse.

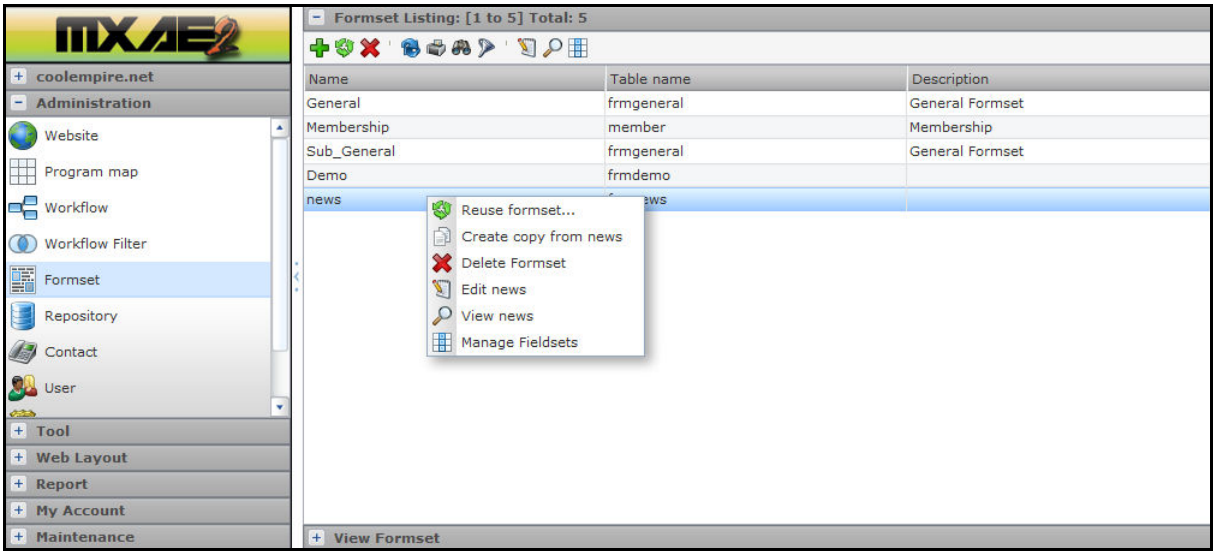


FIGURE 39: FORMSET LISTING - CREATE COPY

2. Click **[Reuse formset ...]** on the contexts menu.

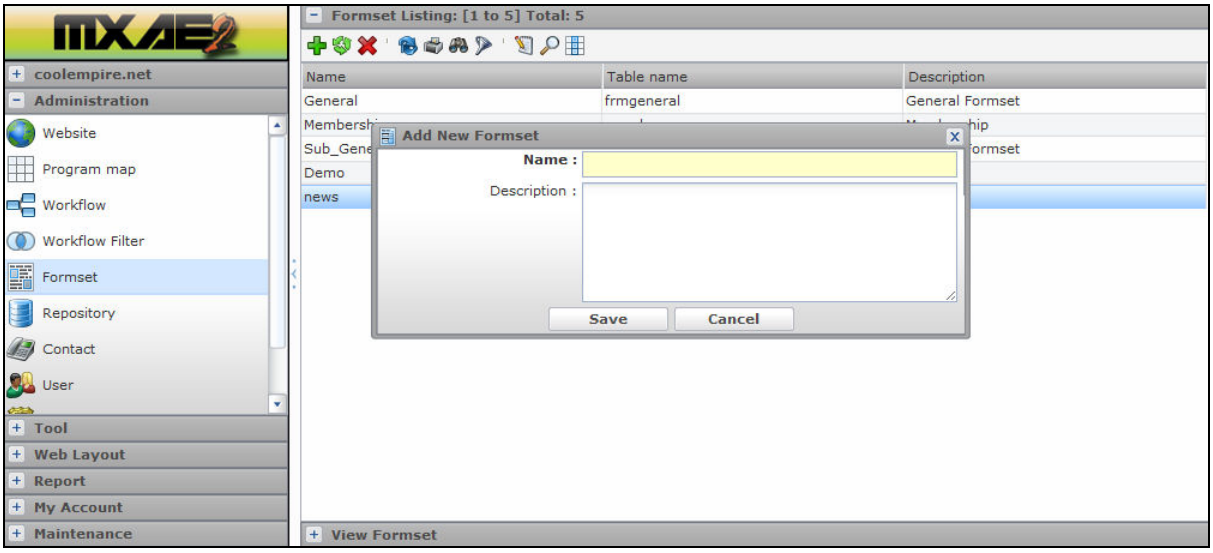


FIGURE 40: FORMSET LISTING: ADD FORMSET

3. A dialog box similar to adding formset appears with the details of the formset information already filled up when it was created.

4. When done, click **[Save]**

You may reuse the formset that already has the fieldsets you want. You may also change the formset and fieldset name and also hide the fields that you do not want to show by using the "internal/member/public can view" option. As "reuse" formset is basically making use of the same database table, changing other variables like property, input type, etc will also affect the original formset.

9.10. How to Add New Fieldset in Existing Formset

1. Right-click on a formset.

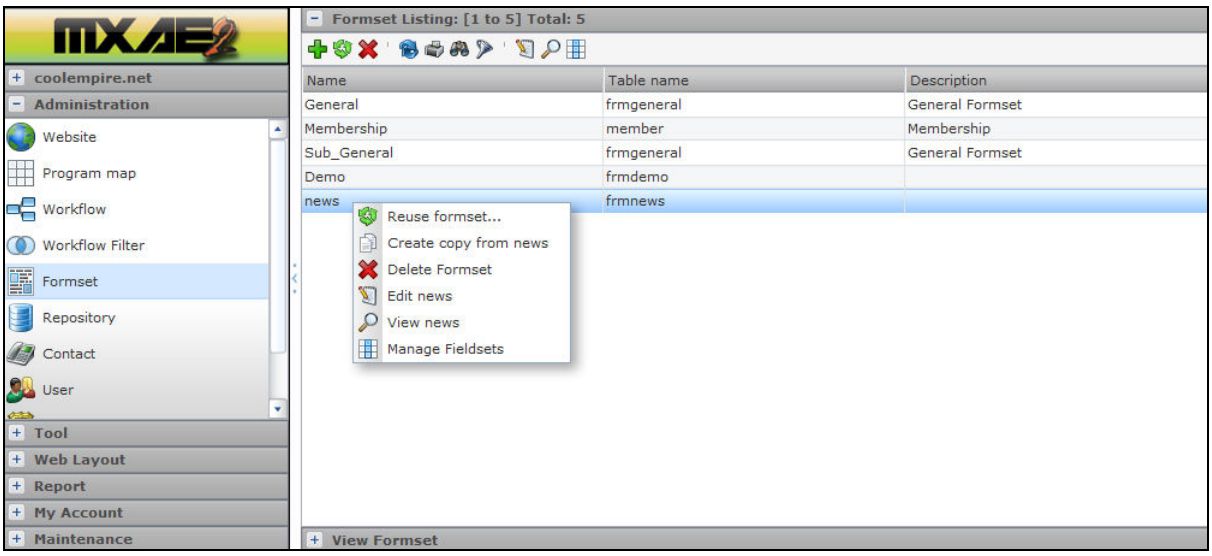


FIGURE 41: FORMSET LISTING - MANAGE FIELDSETS

2. Choose **[Manage Fieldsets]**. You will get the Fieldsets pop-up window.

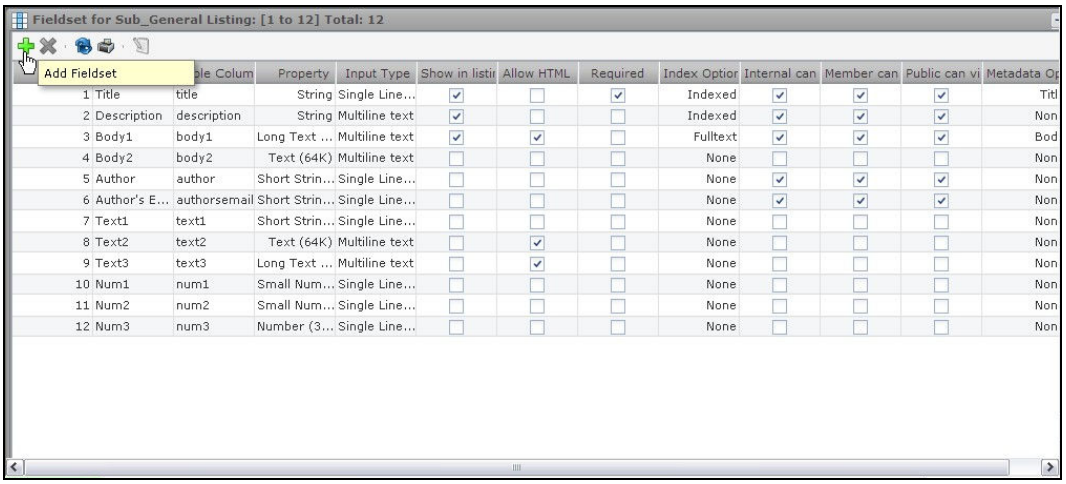


FIGURE 42: FIELDSET LISTING – ADD FIELDSET

3. Click on the **[Add Fieldset]** icon
4. Dialog box contains options for the new fieldset
5. Specify the Name for the field, the input type and property for the new fieldset
6. Click the **[Save]**

9.11. How to Edit Fieldset in Existing Formset

1. Right-click on the fieldset row you wish to edit.

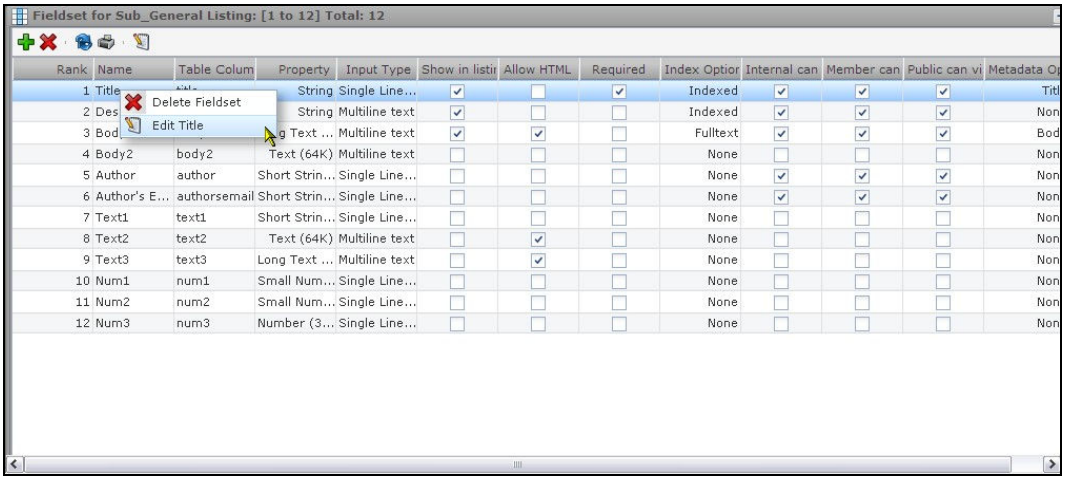


FIGURE 43: FIELDSET LISTING - EDIT FIELDSET

2. Click on the **[Edit [Fieldset name]]** icon on the contexts menu.
3. A dialog box similar to adding fieldset appears with the details of the fieldset information already filled up when it was created. Key in the new information for the fieldset.
4. Click the **[Save]**

Or you can simply double-click the cell to edit field information. Click on other fieldset so that the new changes is captured and saved.

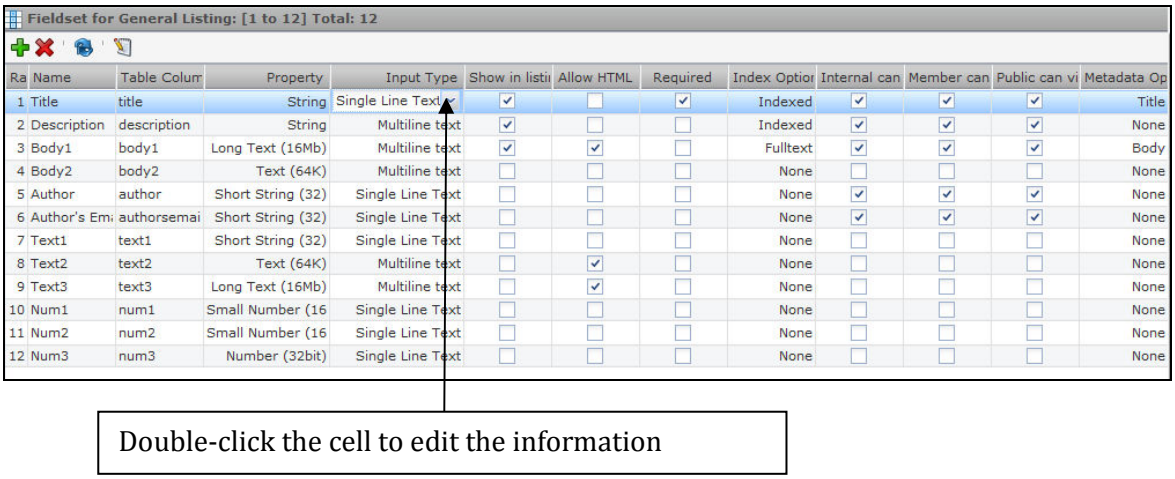


FIGURE 44: FIELDSET LISTING - EDIT FIELDSET – DOUBLE-CLICK

9.12. How to Delete Fieldset in an Existing Formset

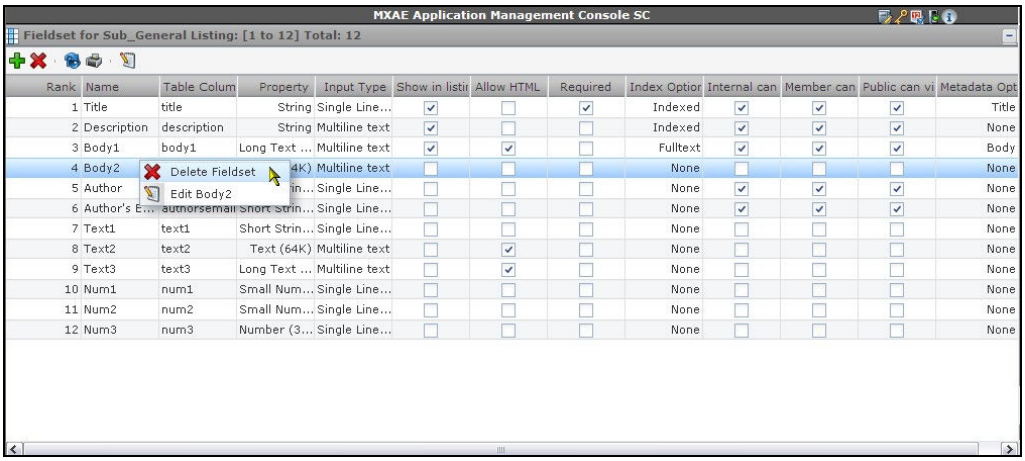


FIGURE 45: FIELDSET LISTING - DELETE FIELDSET

1. Right-click on the fieldset row you wish to delete
2. Click **[Delete Fieldset]**. You will be prompted with confirmation dialog box before delete.
3. Click **[Yes]**

9.13. How to View Fieldset Details

1. Right-click on the fieldset row.
2. Click **[Edit [Fieldset name]]** on the contexts menu to view.

9.14. How to Rank Fieldsets

Click on one of the listed fieldset and sort it by drag and drop the field.

9.15. How to Update the Formset List

Click on the refresh icon .

CHAPTER 10 CREATING CHANNELS

In this chapter, you will:

- Learn how to create and manage Channels
- Learn how to create and manage virtual Channels

10.1. How to Create a Channel

To create a new Channel:

1. Go to: Content > Channel > **[Add New Channel]**

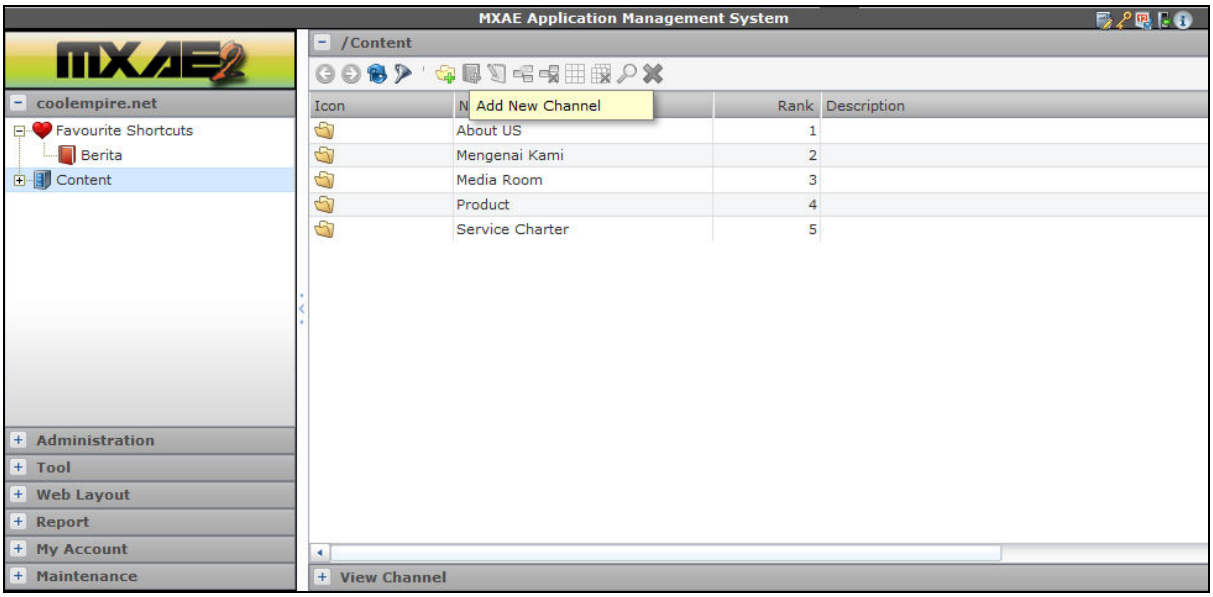


FIGURE 46: ADD NEW CHANNEL

2. A dialog box with the following fields will appear

Tab panel	Fieldname	Additional Explanation and Tips
Channel Information	**Name**	This is the name for your Channel and it will be published on your website
	Native name	Optional. An option to have an alternative name to the channel.
	Code	Automatically assigned by the system if you do not specify the codes during the creation of the Channel. Note: If you create your own code make sure the code is easy to remember and name it accordingly. For example: for Channel: ch_(Channel name) ch_sports. If you assign the code, ensure that they are unique and not repeated.
	Description	Optional. Describe the channel

Tab panel	Fieldname	Additional Explanation and Tips
	Charset	Stands for character setting. Standard Charset configured during set-up. The default Charset selected is **Iso-8859-1.** This code represents English character. Please refer table below for full definition.
	Rank	▪ You can rank your Channel based on priority or sort it as you want it properly displayed at the website. ▪ By default, it will be sorted based on the latest creation date. ▪ You can re-rank the sequence by drag and drop the channel.
	Enable this Channel	Three options: ▪ No: You want to hide the channel but do not want to delete it. ▪ Yes: to make the Channel viewable. ▪ Staging: Staging is for construction/development. Need password to see the staging. Channel can only be viewed by you but not by other website users.
	Virtual Channel Setting	▪ The purpose of virtual Channel is to act as a short-cut to display the content. You have to set it immediately when you create your Channel. ▪ None: No virtual setting ▪ - Note: Select from below for the source to refer if this is virtual. (Leave empty for non-virtual setting) ▪ : Select virtual channel to link
	Additional Information	Remark 1, Remark 2, Remark 3: This is used if you have additional information to be included in the website or you need to put more information to the channel name (in addition to description) and can call them separately from the name.
Permissions	Role Uploaders	Set permission for MXAE Internal Users. This setting is for users who can access MXAE AMS to this channel: ▪ View: users are able to view this Channel ▪ Add: users are able to add new Channel ▪ Edit: users are able to edit Channel ▪ Delete: users are able to delete Channel ▪ Schedule: users are able to schedule/re-schedule Article in programs in this Channel

Table below is the definition on each charset in the drop down menu while adding a new Channel:

Charset Name	Description
big5	Chinese Traditional
euc-cn	Extended UNIX Code (Chinese)
euc-jp	Extended UNIX Code (Japanese)
euc-kr	Extended UNIX Code (Korean)
gb2312	Chinese Simplified (GB2312)
hz-gb-2312	Chinese Simplified (HZ)
iso-10646-ucs-2	Universal Alphabet(Unicode)
iso-2022-jp	Japanese
iso-2022-kr	Korean
iso-8859-1	Western European Languages
iso-8859-10	Latin/Nordic
iso-8859-13	Latin/Baltic
iso-8859-15	Similar to ISO8859-1, but includes euro symbol support
iso-8859-2	Eastern European Languages
iso-8859-3	Other Latin Languages
iso-8859-4	Northern European Languages/Baltic
iso-8859-5	Latin/Cyrillic
iso-8859-6	Latin/Arabic
iso-8859-7	Latin/Greek
iso-8859-8	Hebrew (ISO-Visual)
iso-8859-8-i	Hebrew (ISO-Logical)
iso-8859-9	Latin/Turkish
ja-shift_jis	Japanese
koi-8-r	Cyrillic
koi8	Cyrillic
koi8-r	Cyrillic
ks_c_5601-1987	Korean
macintosh	Western European
us-ascii	Western European
utf-7	Universal Code Set Transformation Format/ Unicode (UTF-7)
utf-8	Universal Code Set Transformation Format/ Unicode (UTF-8)

Charset Name	Description
windows-1250	Central European
windows-1251	Cyrillic
windows-1252	Western European
windows-1253	Greek
windows-1254	Turkish
windows-1255	Hebrew
windows-1256	Arabic
windows-1257	Baltic
windows-1258	Vietnamese
windows-874	Thai
x-mac-arabic	Arabic
x-mac-ce	Central European
x-mac-chinesesimp	Chinese Simplified
x-mac-chinesetrad	Chinese Traditional
x-mac-cyrillic	Cyrillic
x-mac-greek	Greek
x-mac-hebrew	Hebrew
x-mac-japanese	Japanese
x-mac-korean	Korean
x-mac-turkish	Turkish

3. Click **[Save]**

You will be able to view the new Channel in the Channel List panel.

Click on the Refresh Channel icon to view any updates done by other users.

10.2. How to Copy Channel

You can copy similar details under a specific Channel using "Create Copy From" function. This function will duplicate the details from the source to the new Channel.

1. Go to: Content > Channel > Right-click the channel to activate **[Create Copy From]**
2. A dialog box similar to create new channel will appear. The fields are already filled up based on the source Channel.
3. You may edit the details of the Channel
4. Click **[Save]**

10.3. How to Add New Virtual Channel

Virtual Channel is like a shortcut. It is for simplifying coding template for publishing. You may add and use Virtual Channel to simplify your Information Architecture. Virtual Channel is used to simplify the content of the website. Virtual Channel helps you to make it easy to publish on different pages. The common usage of virtual Channel is the Sitemap. It displays the virtual Channel listing, but once clicked; it will direct and refer to the actual Channel.

You can only edit the actual Channel, not the Virtual Channel.

1. Go to: Content > Channel > **[Add New Channel]**
2. A dialog box will appear (Refer to Add New Channel table for the details)
3. If you want to create the virtual Channel, go to Virtual Channel Setting and click
4. A pop-up window with list of Channels will appear. You may choose the existing Channel to create the virtual Channel
5. Click **[Save]**

Only one of the previously created Channels can be selected. The entire Program in the actual Channel will be in the virtual Channel.

How does the virtual Channel help you? This is the short cut to link (point) the actual Channel with the virtual Channel. For example, if you want to display the virtual Program in the actual Channel, you are encouraged to create another virtual Channel and select the Program from actual Channel and set it to be in the newly created virtual Channel.

10.4. How to Copy and Create New Virtual Channel

If you want to copy similar contents and details in your Virtual Channel, you can use "Create Copy From" function:

1. Go to: Content > Channel > Select the new virtual channel> Right-click the channel to activate **[Create Copy From]**
2. A dialog box will appear (Refer to Add New Channel table for details)
3. Click **[Save]**

You can also edit the data to save as new virtual channel.

10.5. How to Add New Sub-Channel in an Existing Channel

You may want to create sub-Channel under the existing Channel for sub-category purposes. You may have several sub-Channels under the existing Channel.

A sub-Channel is the Channel listed inside a Channel. You create sub-Channels if you want to have various topics in the Channel. For example:

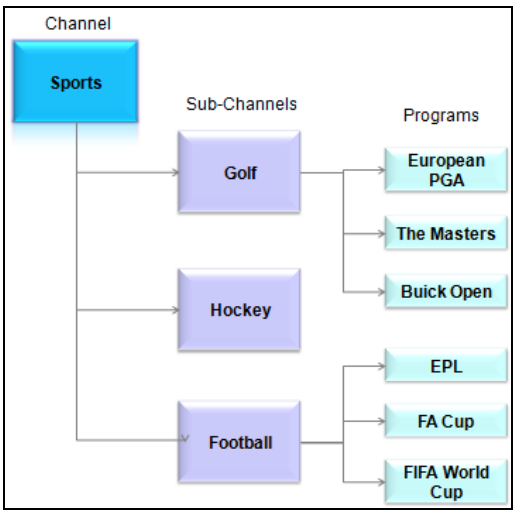


FIGURE 47: EXAMPLE OF CONTENT HIERARCHY FOR SUB-CHANNEL

To add new sub-Channel in an existing Channel:

1. Go to: Content > Channel > **[Existing Channel Name]**
2. Double click at the Channel Name > Click on **[Add New Channel]**
3. A dialog box will appear (Refer to Add New Channel table for details)
4. Click **[Save]**

10.6. How to Edit Channel

If there are any changes in your Channel information, you may edit them. There is no limitation of the modification for your Channel. The system will record the modification date at the list item panel under the Modified On column.

1. Go to: Content > Channel > Click **[Edit Channel]**
2. A dialog box will appear (Refer to Add New Channel table for details). You can make changes to the Channel Information
3. Click **[Save]**

10.7. How to Delete Channel or Virtual Channel

To delete a Channel or Virtual Channel, you can either:

1. Select the particular Channel > Click at the **[Delete]** icon at the list panel function; or

   Right-click at the particular Channel > select **[Delete]**
2. Click **[OK]** to confirm deletion

10.8. How to View Channel Details

The purpose of "View" function is to read the summary the Channel details.

1. Go to: Content > Channel
2. Click on one of the listed Channels > Right-click (or click on action bar) **[View]** icon

The details will be displayed in the view panel

10.9. How to Refresh Channel Listing

To refresh Channel listing:

Go to: Content > Channel > Click **[Refresh]**

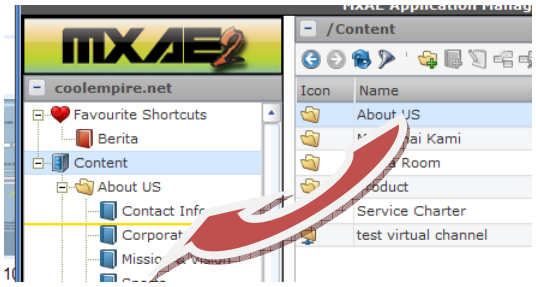
The Channel listing panel will refresh and will list out all updates in the list panel.

10.10. How to Move a Sub-Channel

You can always move a sub-Channel into another Channel.

To move a sub-Channel:

1. Go to: Content > Channel
2. Drag the source (sub-channel) and drop it into the target Channel. Drag the source from the list window to the target on left bar tree listing.
3. The channel icon in the left bar will change accordingly to indicate that which Channel target to drop. If you are not permitted to do this action, the system will show no entry icon.



The sub-Channel will now be listed under a new Channel.

CHAPTER 11 CREATING PROGRAMS

In this chapter, you will:

- Learn how to create and manage Programs
- Learn how to create and manage virtual Programs

11.1. How to Create a Program

To create a new Program:

1. Go to: Content > Double-click Channel > Click **[Add New Program]**

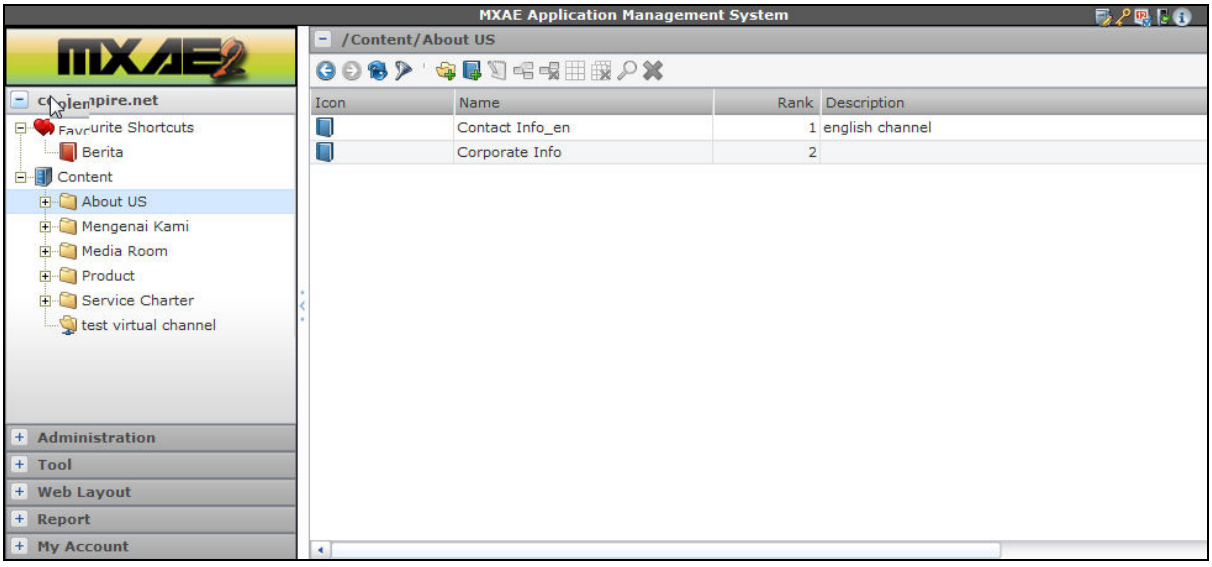


FIGURE 48: ADD NEW PROGRAM

2. A dialog box with the following fields will appear

Tab panel	Fieldname	Additional Explanation and Tips
Information	**Name**	▪ This is the name for your Program and it will be published on your website

Tab panel	Fieldname	Additional Explanation and Tips
	Native name	▪ Optional. An option to have an alternative name to the program.
	Rank	▪ You can rank your Program based on priority or sort it as you want it properly displayed at the website ▪ By default, it will be sorted based on the latest creation date ▪ You can re-rank the sequence by drag and drop the program ▪ You can create program and re-rank later
	Code	▪ Automatically assigned by the system if you don't specify the codes during the creation of the Program ▪ The code will be used in your template as the address to access the information for the Program. If you create your own code. The code should be easy to remember. Example for Program: pg_ (Program name) pg_golf. If you assign the codes, ensure that they are unique and not repeated.
	Formset	The formsets listed are the one that have been created prior to creating the Program. You can choose the default "General" formset.
	Enable this Program	Three options: ▪ No: You want to hide the Program but don't want to delete it ▪ Yes: to make the Program viewable ▪ Staging: Staging is for construction/development. Need password to see the staging. Program can only be viewed by you but not by other website users. You must have both MXAE and the website (via a web browser) open at the same time to view the staging Program
	Virtual Program Setting	▪ None: no virtual setting ▪ Click to select virtual Program to link The purpose of virtual Program is to act as a short cut in displaying the content. You have to set it immediately when you create your Program, if not you cannot edit the virtual Program setting afterward
	Description	Description of the Program
	Rank 1	This is used if you have additional information to be included in the website or you need to put more information to the Program name (in addition to description) and can
	Rank 2	

Tab panel	Fieldname	Additional Explanation and Tips
	Rank 3	call them separately from the title. For example: Author Name (using TSL to display the information).
Properties	Approval Log	You can set approval procedure for the article. ▪ Yes: the article need approval from the assign user ▪ No: the article will automatically publish in website Once you enable the approval log, you can see the 'Workflow' icon at the function on the list panel.
	Schedule	You can schedule the article based on date and time to be published. ▪ Yes: can schedule the date publish ▪ No: no schedule Once you enable the schedule, you can see the 'Schedule' icon at the function on the list panel.
	Allow HTML	▪ Yes: the form will enable HTML editor and allow your content to contain HTML codes ▪ No: disallow your content to contain HTML codes Once you enable the HTML, your article can have HTML formatting. HTML editor will also be made available in the form.
	Indexing	▪ Yes: You can get the article to be searched when the Program is set to be indexed. ▪ No: the article will not set for index in search
	Version control	Articles created are set to version control mode. Previous versions for the same article that was/were edited will be listed. ▪ Yes: previous article will be kept ▪ No: if no, any updates will just overwrite the previous article Once you enable the versioning, you can see the 'Version' icon when you right-click at the selected article.
	Threaded	▪ Yes: articles created in the threaded Program are listed in threaded format according to their Parent/child relationship. ▪ No: no threaded article Example: The sub article in the article. If you create forum in your website, the reply forum will be the sub article in your article.
	Program mapping	You can now map this Program to another Program by specifying the source Program and the destination Program. ▪ Yes: activate Program mapping

Tab panel	Fieldname	Additional Explanation and Tips
		▪ No: no threaded article Example: Create relation of one Program to another Program such as Talkback.
	Expired action	▪ No Action Defined: (no action after expire) ▪ Delete : (automatically delete after expire date) ▪ Schedule: (article will be listed in schedule mode. You need to reschedule the article to be published) • Move to: (move the article to another Program. Make sure that you select program that uses the same formset.)
	Char set	Standard Charset configured during set-up. The default Charset selected is **Iso-8859-1.** This code represents English character. Refer to charset table in chapter 6.6
Member access rights	Who can read	▪ None: nobody can read this Program ▪ Member: only members can read this Program ▪ Public: anyone can read this Program.
	Who can post	▪ None: nobody can post to this Program ▪ Member: only members can post to this Program ▪ Public: anyone can post to this Program.
Permission	Role [Uploaders]	Set permission for users. This setting is for users who can access MXAE AMS: ▪ View: users are able to view this Program and all articles inside this Program ▪ Add: users are able to add new Programs and new articles inside this Program ▪ Edit: users are able to edit this Program and articles inside this Program ▪ Delete: users are able to delete this Program and articles inside this Program ▪ Schedule: users are able to schedule / re-schedule the articles inside this Program
Trigger	Template	Insert the code of the template to load the triggering function. Trigger is an instruction written in PHP that can be executed to a program. Triggers can be created to tell the program what to do before and/or after the data is inserted onto database. For example, you want to first calculate data in two fields and insert the total into another field or after insertion, performs some validation on the data.

You need to be familiar of MXAE API to be able to use the program triggers. Refer to the online API documentation on details of the MXAE APIs.

Make sure you create the formset first so that you can choose it when you create the Program. The formset will determine the number of fields, the fieldnames and the description of each field in the Program to be created. In addition, it is also similar with creating the table in the database. You also can choose formset from the list

3. Click **[Save]**

11.2. How to Add New Virtual Program

You may add and use Virtual Program to simplify your Information Architecture. Virtual Program is used to simplify the content of the website. This is the same concept used in Virtual Channel. Virtual Program will be automatically created when you create Program in your Channel.

1. Go to: Content > Double-click Channel > Click **[Add New Program]**
2. A dialog box will appear (Refer to Add New Program table for the details)
3. If you want to create the Virtual Program, go to Virtual Program Setting and click
4. A pop-up window with list of Programs will appear. You may choose the existing Program to create the Virtual Program
5. Click **[Save]**

Make sure you have created the actual Program if you want to create the Virtual Program.

11.3. How to Refresh Program Listing

Go to: Content > Double-click Channel > Program > Click **[Refresh]**

The Program listing panel will refresh and will list out updates of all Programs in the list panel.

11.4. How to Edit Program

1. Go to: Content > Double-click Channel > Click to select the Program that you wish to edit
2. Click **[Edit Program]**
3. A dialog box will appear (Refer to Create Program table for details)
4. Click **[Save]**

11.5. How to Delete Program

1. Go to: Content > Double-click Channel > Click to select the Program that you wish to delete
2. Click **[Delete]**
3. User will be prompted with confirmation dialog box before delete. Select **[Yes]** to proceed and **[No]** to withdraw the process.

Make sure you click on and select the right Program when you edit or delete a Program.

11.6. How to Copy Program

In order for you to copy similar details under a specific Program, you can use "Create Copy From" function. This function will duplicate the details inside the source to the new "copy from" Program.

1. Go to: Content > Double-click Channel> Right-click the Program you wish to copy
2. Click **[Create Copy From]**
3. A dialog box will appear (Refer to Create Program table for details)
4. You can edit the details
5. Click **[Save]**

11.7. How to Copy and Create New Virtual Program

You can use the "Create Copy From" function to copy similar contents and details to create a new Virtual Program:

1. Go to: Content > Double-click Channel > Select the Program you wish to copy as a new Virtual Program
2. Right-click the Program and click **[Create Copy From]**
3. A dialog box will appear (Refer to Add New Program table for details)
4. Click to set the Virtual Program setting. Another dialog box will appear
5. Select the Program setting from the list and click **[Select]**. The dialog box will close
6. Click **[Save]** to create the Virtual Program

11.8. How to View Program Details

To view the summary of a Program:

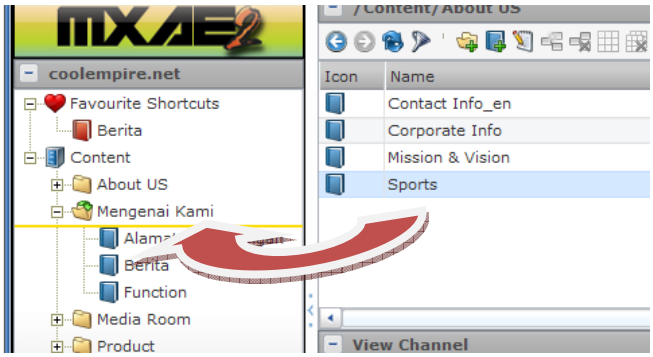
Go to: Content > Double-click Channel > Choose the program and Right-click (or click on action bar) **[View]** icon

Details for the selected Program row will appear on the bottom view panel – view area.

11.9. How to Move Program

You can always relocate or move a Program to another Channel or sub-Channel. You can do so by using the "drag and drop" function.

1. Go to: Content > Double-click Channel or its sub-channel and locate the program
2. Drag the source (Program) and drop it into the target Channel. Drag the source from the list window to the target on left bar tree listing.



The Program will now be listed under a new Channel.

CHAPTER 12 CREATING USERS

In this chapter, you will:

- Learn how to assign their roles
- Learn how to assign their permissions
- Learn how to create users

12.1. Steps Before Creating a New User

Before you create a new User, you must create the Role for the User (if the Role has not been created yet), then assign Permission for the Role. Create the Contact information and lastly create the new User. Here are the steps:

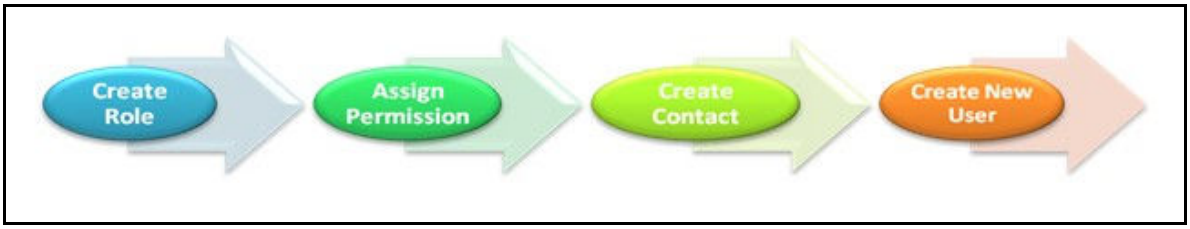


FIGURE 49: STEPS BEFORE CREATING NEW USER

12.2. Working on Role

At the Administration menu bar, click **[Role]**. You will get the following page:

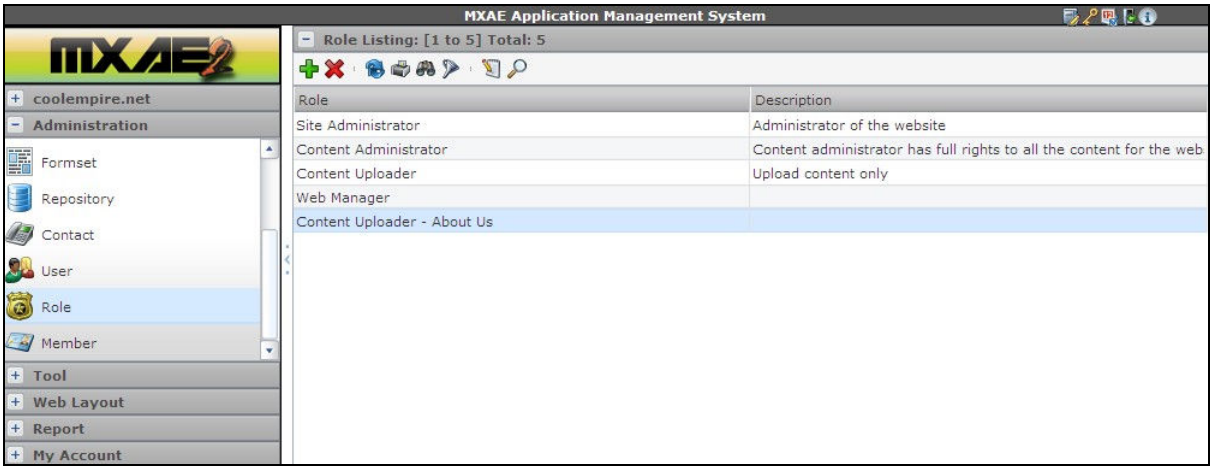


FIGURE 50: ROLE LISTING

12.2.1. How to Create a New Role

To add a new role:

1. Go to: Administration > Role > Click **[Add Role]**
2. A dialog box with the following fields will appear:

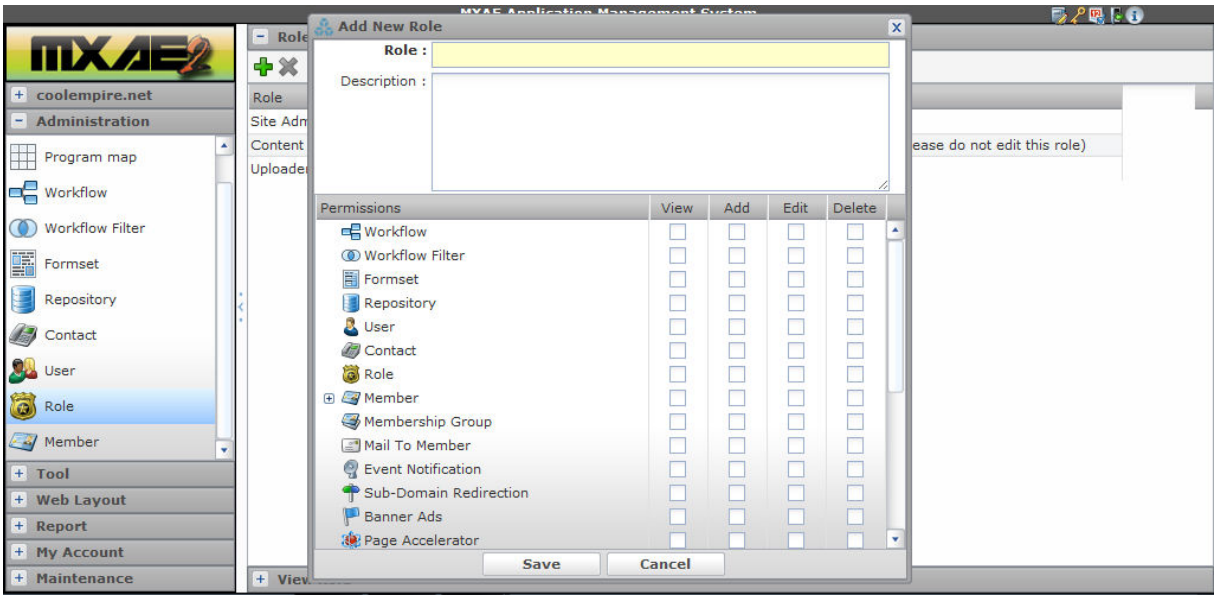


FIGURE 51: ADDING NEW USER ROLE

Tab panel	Fieldname	Additional Explanation and Tips
Add New Role	Role Name	Define name for the role
	Description	Description of role
	Permissions	Define permissions allowed for user
	View	Tick to allow user to view the listing of the specific content / section.
	Add	Tick to allow user to add information to the specific content / section
	Edit	Tick to allow user to edit information to the specific content / section
	Delete	Tick to allow user to delete information to the specific content / section

3. Click **[Save]**

To assign Permission, please refer to **Chapter 12.8: How to Assign Permission for Role**

12.2.2. How to Refresh Role List

Go to: Administration > Role > Click **[Refresh]**

The role listing panel will refresh and will list out all roles in the list panel.

12.2.3. How to View Role Details

Go to: Administration > Role > Double Click from listing or Select a role and click **[View]**

The users detail will be displayed on the view panel.

12.2.4. How to Edit Role

1. Go to: Administration > Role > Select a role and click **[Edit]**
2. A dialog box will appear (Refer to the Add New Role table)
3. Click **[Save]**

12.2.5. How to Copy Role

You can replicate a role with same privileges using 'Create Copy From' and later modify the permissions. To 'Create Copy From' for role:

1. Go to: Administration > Role > Select a role and right-click **[Create Copy From]**
2. A dialog box will appear (Refer to the Add New Role table)
3. Click **[Save]**

12.2.6. How to Delete Role

1. Go to: Administration > Role> Select a role and click **[Delete]**
2. Click **[OK]** to confirm deletion

12.3. How to Assign Permission for Role

Your user will not be able to access your system functions if permission is not assigned to the role of this user. You have to specify the permissions that you want the user to have in order to function properly.

1. Go to: Administration > Role > Click **[Add New Role]** or **[Edit Role]**
2. You will get the pop up dialog box

3. Right-click on individual list under **Permissions** to assign permission for the role (see below)

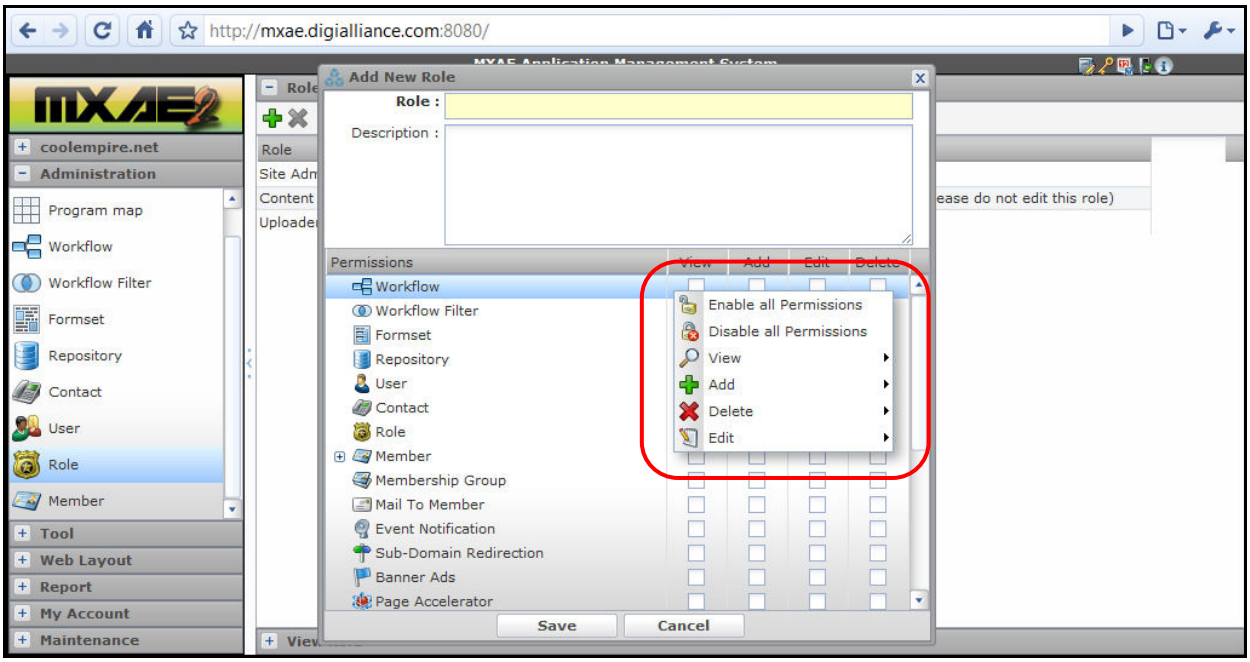
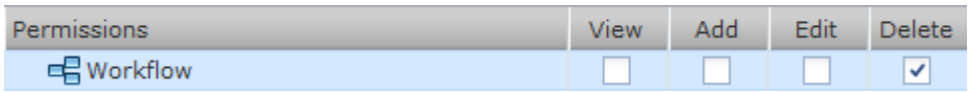
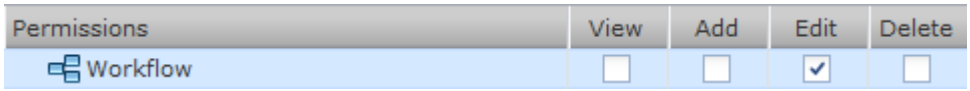


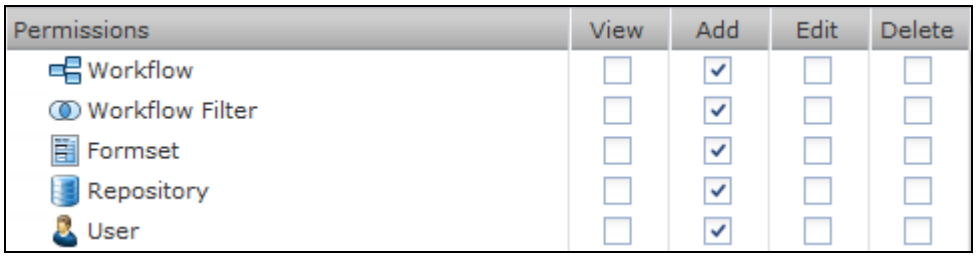
FIGURE 52: SETTING USER PERMISSION

The table below explains the function for each of the item in the dialog box :

Function	Explanation and Tips
Enable all Permissions	System will tick (enable) all permission to the highlighted item eg: Permissions | View | Add | Edit | Delete Workflow ☑ ☑ ☑ ☑
Disable all Permissions	System will un-tick (disable) all permission to the highlighted item Permissions | View | Add | Edit | Delete Workflow ☐ ☐ ☐ ☐
View	Choose between enable or disable. If you select enable, system will tick (enable) View permission to the highlighted item eg: Permissions | View | Add | Edit | Delete Workflow ☑ ☐ ☐ ☐ If you select disable, system will un-tick (disable) the View permission.
Add	Choose between enable or disable. If you select enable, system will tick (enable) Add permission to the highlighted item eg: Permissions | View | Add | Edit | Delete Workflow ☐ ☑ ☐ ☐

	If you select disable, system will un-tick (disable) the Add permission.
Delete	Choose between enable or disable. If you select enable, system will tick (enable) Delete permission to the highlighted item eg:  If you select disable, system will un-tick (disable) the Delete permission.
Edit	Choose between enable or disable. If you select enable, system will tick (enable) Edit permission to the highlighted item eg:  If you select disable, system will un-tick (disable) the Edit function

4. You also can create multiple selection for permission

Tips	Explanation
Tick only 'Add' for some functions	Steps: 1. Highlights the selected function by click and press **[Shift]** 2. Right-click and you will see the dialog box > Click **[Add]** 3. Choose **[Enable]** Here is the result:  You can also use these steps for other permission such as View, Edit and Delete.
Tick all functions and permissions	Steps: 1. Highlights the selected function by click and press **[Shift]** 2. Right-click and you will see the dialog box > Click **[Enable all Permissions]** **3.** Choose **[Enable]** Here is the result:

Permissions	View	Add	Edit	Delete
Workflow	☑	☑	☑	☑
Workflow Filter	☑	☑	☑	☑
Formset	☑	☑	☑	☑
Repository	☑	☑	☑	☑
User	☑	☑	☑	☑
Contact	☑	☑	☑	☑
Role	☑	☑	☑	☑

5. Click **[Save]**

To assign Permission for Content, you have to set the permission at Program level. To do so, please refer to **Chapter 11.1: How to create New Program**

12.4. Working on Contact

Contact is the Contact Information of MXAE User.

To get to Contact Information, go to: Administration > Click **[Contact]**

12.4.1. How to Create a New Contact

Contact is the Contact Information of MXAE User. To create a new contact:

1. Go to: Administration > Contact > Click **[Add New Contact]**

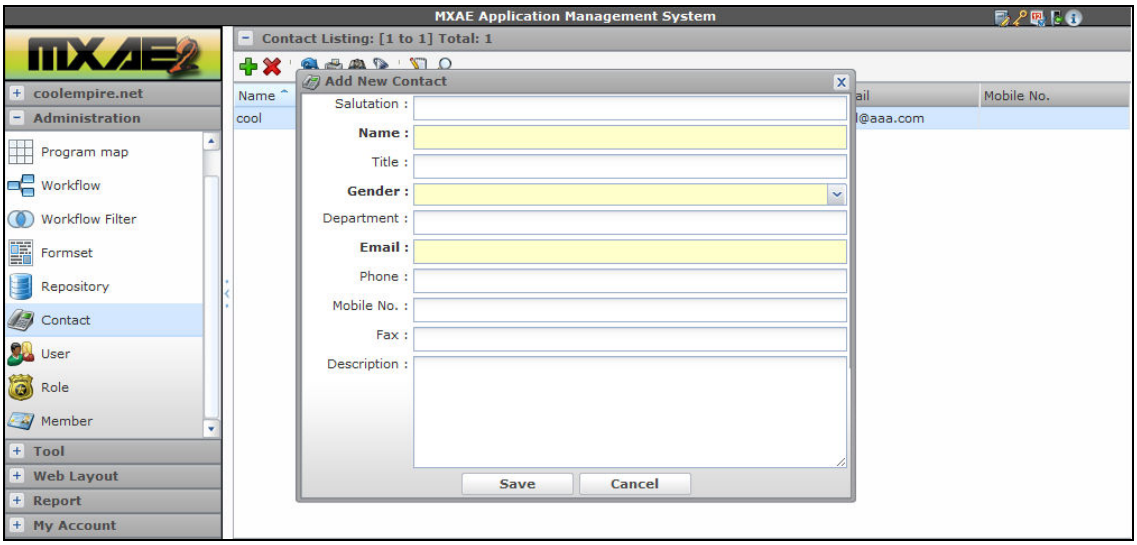


FIGURE 53: ADD NEW CONTACT

2. Below is the description of the User Listing panel

Column	Description
Salutation	Insert the Salutation of the contact
Name	Name of the contact
Title	Title of the contact
Gender	Choose between Male, Female or None
Department	Department of the contact
Email	Email of the contact
Phone	Phone of the contact
Mobile No	Mobile Number of the contact
Fax	Fax number of the contact
Description	Description of the contact

3. Fill in the fields
4. Click **[Save]**

12.4.2. How to Refresh Contact List

Go to: Administration > Contact > Click **[Refresh]**

The contact listing panel will refresh and will list out all available contact in the list panel.

12.4.3. How to View Contact Details

Go to: Administration > Contact > Double Click from listing or Select a contact and click **[View]**

The contact detail will be displayed on the view panel.

12.4.4. How to Edit Contact

1. Go to: Administration > Contact > Click **[Edit]**
2. A dialog box will appear. (Refer to the Create New Contact table)
3. Click **[Save]**

12.4.5. How to Delete Contact

To delete a contact:

1. Go to: Administration > Contact > Click **[Delete]**
2. You will be prompted with a confirmation dialog box before deletion
3. Click **[Yes]** to delete contact or click **[No]** to cancel deletion

12.5. Working on User

MXAE users use the AMS to control the content and modules of the website.

To get to User, go to: Administration > Click **[User]**

12.5.1. How to Create a New User

To create a new user:

1. Go to: Administration > User > Click **[Add New User]**

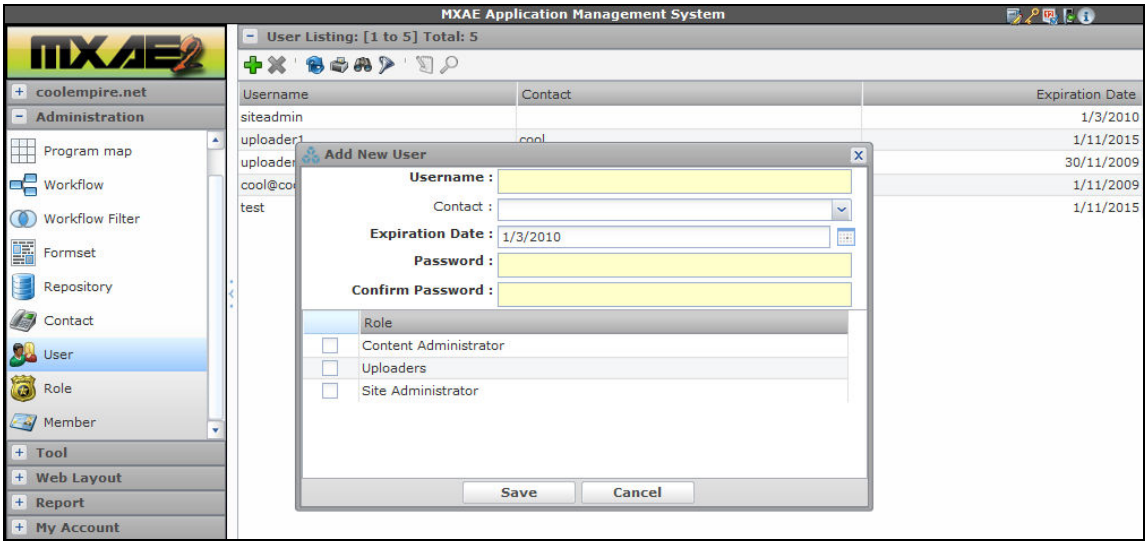


FIGURE 54: USER LISTING

2. Below is the description of the User Listing panel

Column	Description	Additional Explanation and Tips
Username	Username of the user (Username must not already exist).	Use a username that can be easily remembered, such as your user's email address.
Contact	Choose the contact.	This is the contact

Column	Description	Additional Explanation and Tips
		information of the user.
Expiration Date	Set expiration date for user.	-
Password	Set a password for new user	It is best to recommend a temporary password that must be changed by the actual user after his/her first login.
Confirm password		
Role	Set the correct access roles for the new user	Your new user can either be a site Administrator, or Content Administrator, or both. You can specify the Role(s) that you created earlier.

3. Click **[Save]**

To test on the result, open up a new browser and log on to the MXAE system using the new username and password that you have created. MXAE system accepts the user and allows this user to log on to the system.

12.5.2. How to Refresh User List

Go to: Administration > User > Click **[Refresh]**

The user listing panel will refresh and will list out all available users in the list panel.

12.5.3. How to View User Details

Go to: Administration > User > Double Click from listing or Select a role and Click **[View]**

The users detail will be displayed on the view panel.

12.5.4. How to Edit User

1. Go to: Administration > User > Click **[Edit]**
2. A dialog box will appear. (Refer to the Create New User table)
3. Click **[Save]**

12.5.5. How to Set Account Expiration for User

You can set the expiration date of your MXAE user's account. This means that the specific user's account will only be active for the period specified.

1. Go to: Administration > User > Click **[Edit]**
2. A dialog box will appear. Set the **Expiration Date** to a specific date.
3. Click **[Save]**

12.5.6. How to Reset Password for User

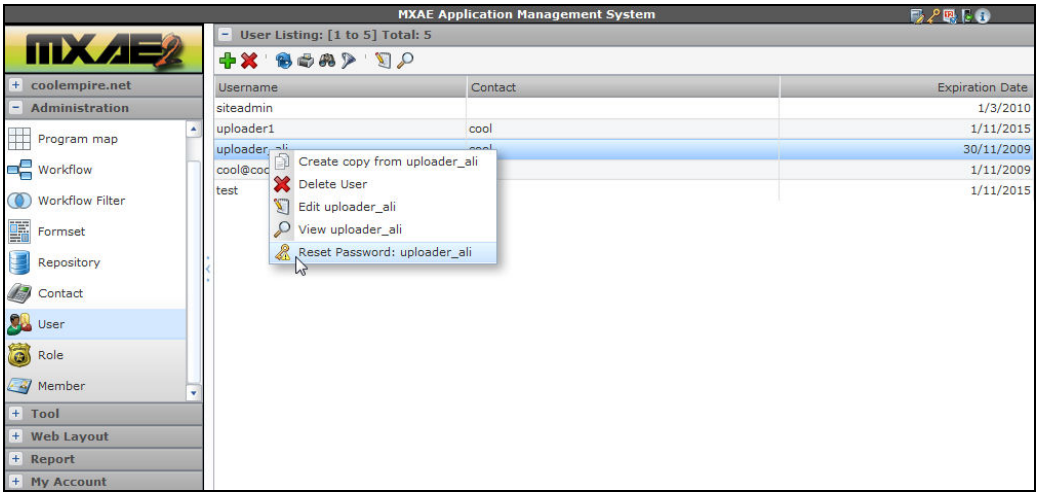


FIGURE 55: USER LISTING - RESET PASSWORD

1. Go to: Administration > User
2. Right-click on the username which requires a password reset
3. Click on **[Reset Password : [username]]** on the contexts menu
4. Type in the new password
5. Retype the password to confirm the password
6. Click **[Save]**

A notification box will appear to confirm the password has been successfully reset.

12.5.7. How to Delete User

To delete a user:

1. Go to: Administration > User > Click **[Delete]**
2. You will be prompted with a confirmation dialog box before deleting. Click **[Yes]** to delete user or click **[No]** to cancel deletion

CHAPTER 13 CREATING WORKFLOW

In this chapter, you will:

- Learn how to create users
- Learn how to assign their roles
- Learn how to assign their permissions
- Learn how to create workflow

13.1. Steps to Create Workflow

In order to create a workflow, you should take the followings steps:

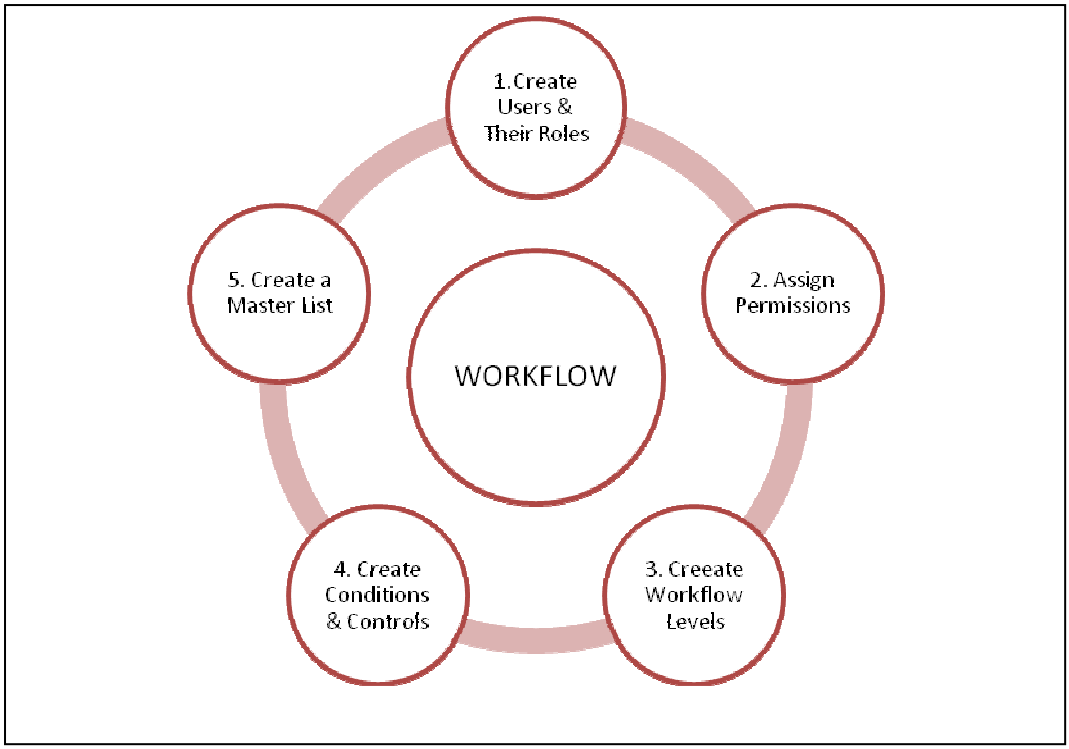


FIGURE 56: STEPS TO CREATE WORKFLOW

a) **Create New Workflow:** It is advisable to plan and strategize the workflow before creating workflow using MXAE so that you can visualize the workflow.

b) **Add User(s) to a Workflow:** User that has been added to a workflow is also known as an approver. You must create User(s) before creating workflow. You also have to ensure to assign the user with the right permission as the approver in a workflow. For example, a content uploader who has permission to only view article cannot be an approver.

c) **Create Workflow Levels:** Refers to the actual level of workflow required in certain Programs. For example, you might require more than one levels of workflow to validate articles in certain Programs that contain sensitive articles.

d) **Assigning Workflow Filter (Additional):** Further control of the workflow.

e) **Create a Master List:** It is suggested that you create a master workflow list which you or anybody in your team can refer to at any time while carrying out their roles. This list should be updated as and when a user or a role changes. This is very useful for the webmaster and content uploaders to keep track of their team members' profile.

13.2. Working on Workflow

1. Go to: Administration > Click **[Workflow]**
2. You will see Workflow Listing panel on the right

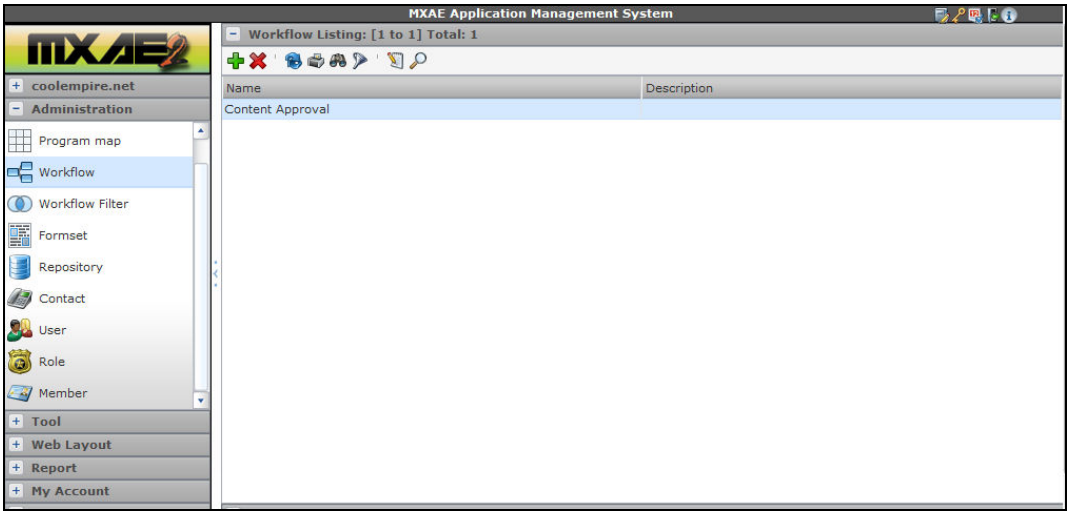


FIGURE 57: GETTING TO WORKFLOW

Below is the description of the Workflow listing panel:

Column	Description	Additional Explanation and Tips
Name	Name of the Workflow	Use a name that represents the actual process, i.e. News Update, etc.
Description	Description of the Workflow	Basically you can describe exactly what each workflow does in order to be able to remember them easily especially when you have more workflows to manage in the future.

13.2.1. How to Create a New Workflow

Before you can assign the workflow of your article, you must create the workflow first. To create a new workflow:

1. Go to: Administration > Workflow > Click **[Add New Workflow]**
2. A dialog box with the following fields will appear

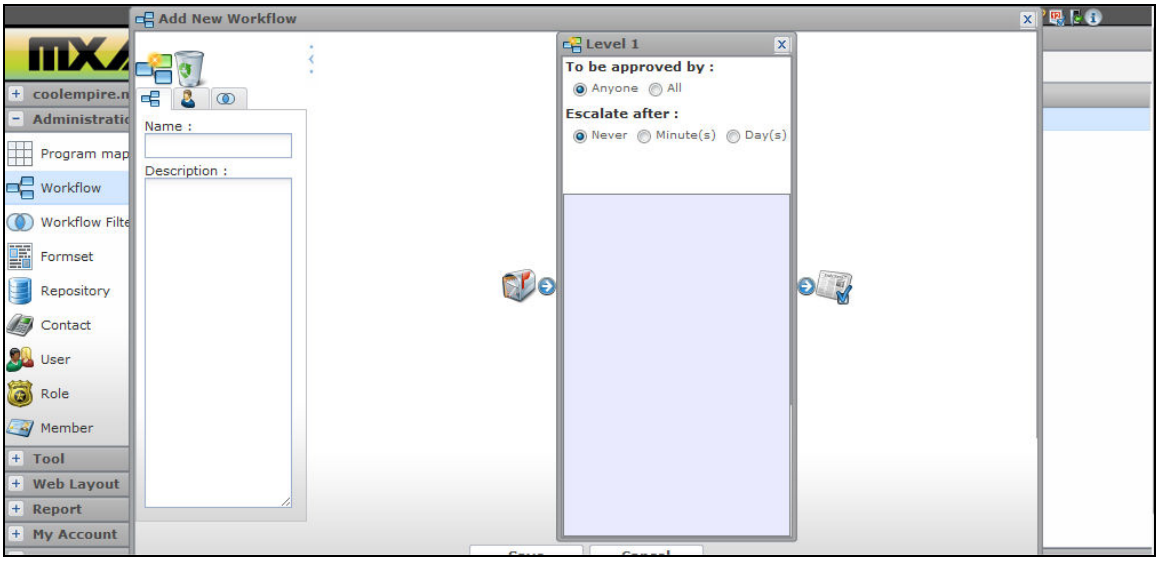


FIGURE 58: WORKFLOW LISTING - CREATE WORKFLOW

Icon / Tab Panel	Function for Program	Additional Explanation and Tips
	Add Workflow Level	Click this icon to add new level to the workflow.
	Remove Item	To delete item (eg, user, etc). Drag item into to delete it.
Workflow Information	Name	Insert the name of the workflow.
	Description	Insert the description of the workflow.
	List of Users	To insert the user, drag the user into the **'Level'** box.
	List of Workflow Filters	To insert the workflow filter, just drag it to the User inside **'Level'** box.
To be approved by:	Anyone	Means any user(s) can approve. The article will proceed to the next level or published to the website.
	All	Means all users in the level box must approve, only then the article will proceed to the next

Icon / Tab Panel	Function for Program	Additional Explanation and Tips
		level or published to the website.
Escalate After:	Never	Never to be escalated.
	Minutes (s)	▪ If you choose minute(s), the Value field will appear. ▪ Insert the minutes in Value field. (1 hour = 60 minutes). ▪ If you have set minute(s) = 30, it means that after 30 minutes, the article will go to the next level even though nobody has approved the article.
	Day (s)	▪ If you choose day(s), the Value field will appear. ▪ Insert the day(s) in Value field. ▪ If you have set day(s) = 1, it means that after 1 day, the article will go to the next level even though nobody has approved the article.

3. Drag a user you wish to be the approver and drop it in the '**Level'** box
4. Click **[Save**]

To remove an approver, just drag the username from '**Level**' box and drop it in the dustbin .

Level 1 will be automatically created on the workflow configuration.

13.2.2. How to Add a User to Workflow

To include a user in your workflow:

1. Go to: Administration > Workflow > you can add user to a new workflow by clicking **[Add New Workflow]**

   Or you can choose an existing workflow and click **[Edit [workflow name]]**
2. Click and you will see list of Users
3. Drag a user name from the user list to a workflow level
4. Drop the user in '**Level'** box to join a certain workflow

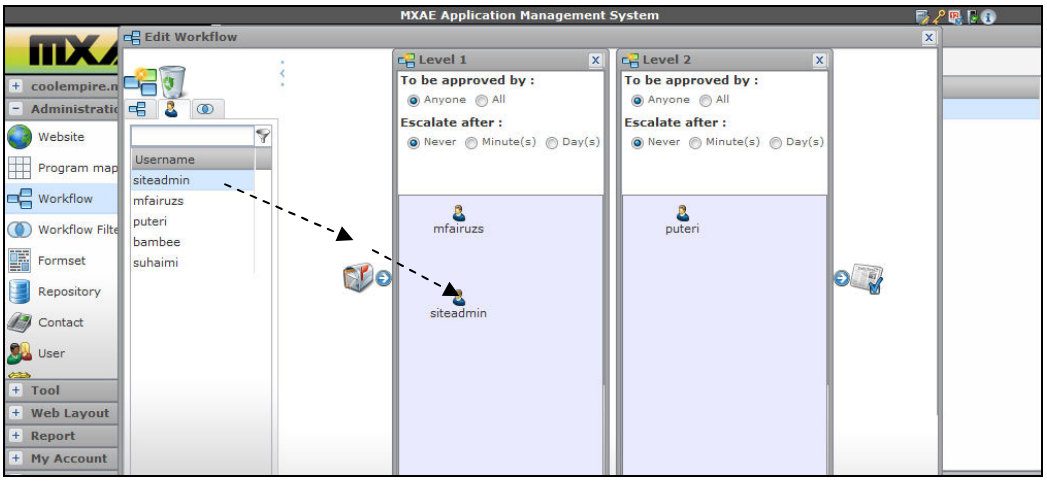


FIGURE 59: WORKLFOW LISTING - ADD USER

5. Click **[Save]** to store your changes

If there is any filtration in the workflow, you can select the workflow filter that you have created for this specific condition.

You are adding users who have already been created in an earlier part. These users have their own user ID and password and are authorised to access MXAE for a specific purpose. When adding a user, you need to carefully consider their roles and permissions in relation to the approval process, i.e. whether or not a particular user is directly related to the approval process. You also need to consider back-ups for approvers' position to cater for emergencies. Think wisely.

13.2.3. How to Move User to Other Level

To move a user from one level to another level:

1. Click and hold the mouse on a user you want to move
2. Drag the user to the level required
3. Release the mouse
4. The selected user has been moved from one level to the target level

13.2.4. How to Copy User to Other Level

If you want the same user in one level to appear in another level:

1. Click
2. Click and hold the mouse on a user you want to copy
3. Drag the user to the level required
4. Release the mouse

5. The selected user has been copied to the target level

13.2.5. How to Remove User from Workflow

1. Click and hold the mouse on a user you want to remove
2. Drag the user to the dustbin
3. Release the mouse
4. The selected user has been removed from the workflow

13.2.6. How to Add Multiple Workflow Levels

Once you are in the workflow configuration, you can add as many workflow levels or users as necessary.

To add multiple workflow levels:

1. Go to: Administration > Workflow > Click
2. The workflow level will expand on the right as shown below:

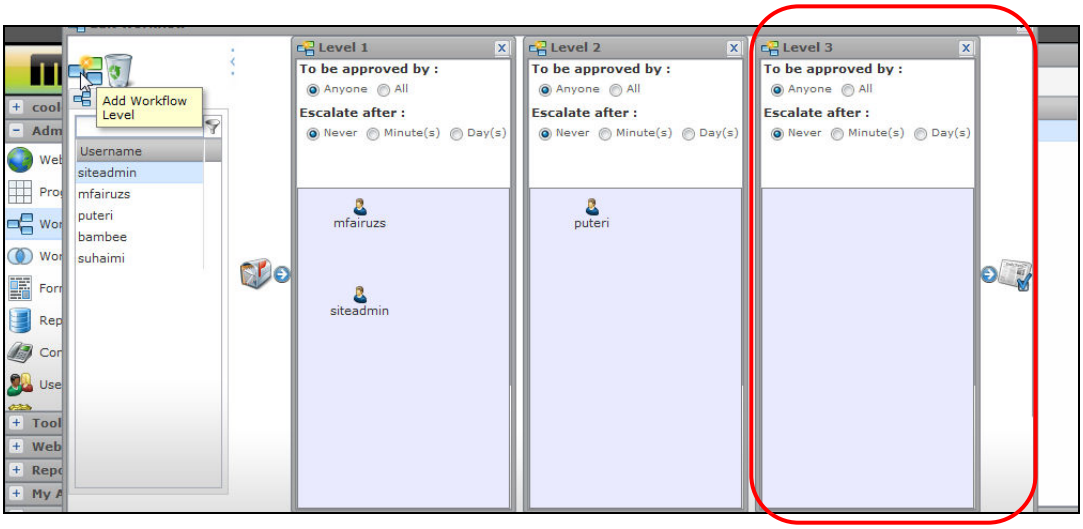


FIGURE 60: WORKFLOW LISTING - ADDING MULTIPLE LEVELS

3. Click **[Save]** when done

13.2.7. How to Delete Workflow Level

1. Click and hold the mouse on a level you want to delete
2. Drag the level to the dustbin and release the mouse
3. You can also click on the to delete the level
4. The selected level has been deleted

You cannot undo deletion of level. If you want to restore that level, you have to start with '**Create a New Level**'.

13.2.8. How to Insert a Workflow Filter

1. Go to: Administration > Workflow > Click
2. You will see list of workflow filter
3. Click at the selected workflow filter
4. Drag and drop to the selected user in a **'Level'** box
5. Click **[Save]**

13.2.9. How to Refresh Workflow Listing

Go to: Administration > Workflow > Click **[Refresh]**

The workflow listing panel will refresh and will list out all workflow in the list panel.

13.2.10. How to Edit Workflow

To edit your workflow:

1. Go to: Administration >Workflow > Click **[Edit]**
2. A dialog box with the following fields will appear

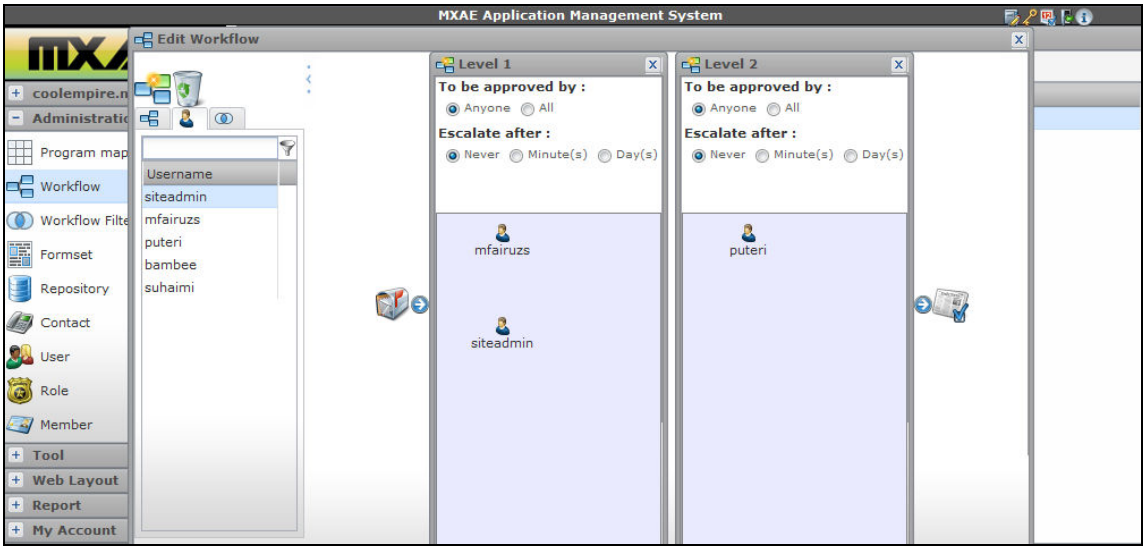


FIGURE 61: WORKFLOW LISTING - EDIT WORKFLOW

3. You can edit the workflow configuration in the dialog box
4. Click **[Save]** to store your changes

13.2.11. How to Copy Workflow

You can also create copy from the existing workflow, rename it and change the details.

1. Go to: Administration > Workflow
2. Right-click on a workflow name > Click **[Create Copy From]**
3. A dialog box with the following fields will appear:

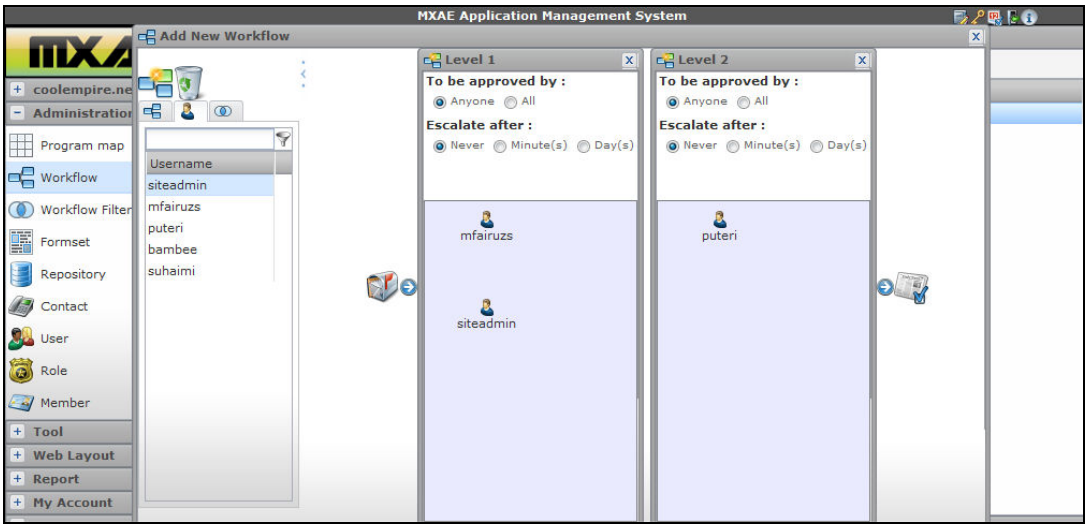


FIGURE 62: WORKFLOW LISTING - CREATE COPY FROM WORKFLOW

4. Rename your workflow by clicking
5. Reassign the users by clicking
6. Click **[Save]** to store your new workflow

> You should leave the configuration box as it is.

13.2.12. How to View Workflow Detail

Go to: Administration > Workflow > Right-click on workflow name > Click **[workflow name] detail].**

Details for the selected workflow row will appear on the bottom view pane – view area.

13.2.13. How to Delete Workflow

1. Go to: Administration > Workflow
2. Click **[Delete Workflow]**

User will be prompted with confirmation dialog box before delete.

13.2.14. How to Manage Your Workflow

There are several functions that you can perform in order to manage your workflow.

Move Level to the Left	This function is to move the level to the left. This can only be done if you have more than 2 levels. Just drag the level to the left and drop it to the left of the other level.
Move Level to the Right	This function is to move the level to the right. This can only be done if you have more than 2 levels. Just drag the level to the right and drop it to the right of the other level.

13.3. Setting Controls and Conditions – Workflow Filter

If you want only certain user(s) within the same level to approve the content, you can control and condition how a workflow functions by using a 'Workflow Filter'. Workflow filter is used to filter data submitted from the formset. Once the data conditions are met, it will route the data to only the user in the workflow. For example, in a "Press Release" program, article related to new product launch should only be approved by a user i.e. a Marketing Manager. Other press release articles can be approved by the other PR managers. This arrangement will determine who in the cycle of users will be involved in the approval process of web content, or an article.

In any case should you require your workflow to be filtered, you have to create the workflow filter first and then, edit the workflow to incorporate the workflow filter later.

13.3.1. How to Get to Workflow Filter

1. Go to: Administration > Click **[Workflow Filter]**
2. You will see Workflow Filter Listing as below:

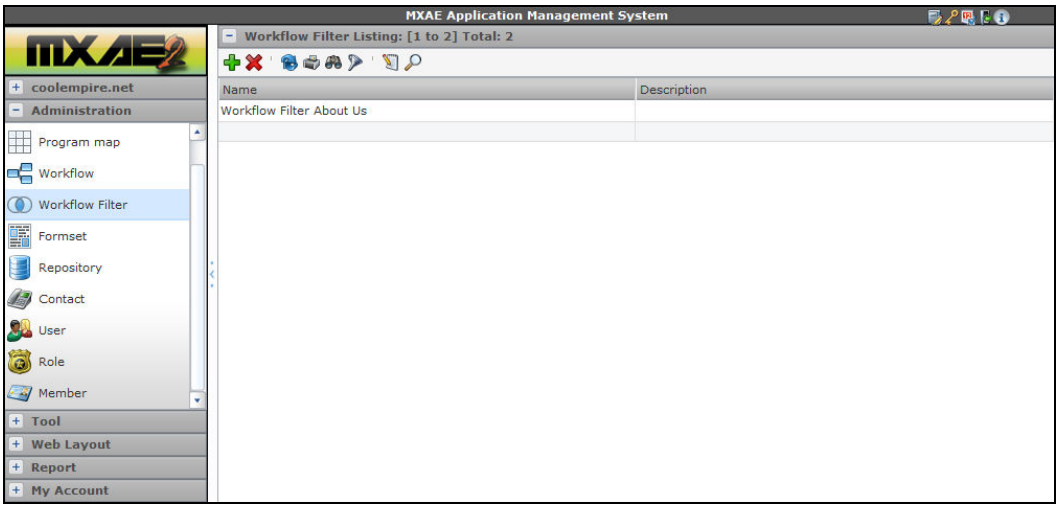


FIGURE 63: WORKFLOW FILTER

Below is the description of the Workflow Filter Listing panel:

Column	Description	Additional Explanation and Tips
Name	Name of Workflow Filter	-
Description	Description of Workflow Filter	It's best to describe what the filter does in your set of workflows

13.3.2. How to Add New Workflow Filter

1. Go to: Administration > Workflow Filter > Click **[Add New Workflow Filter]**
2. A dialog box with the following fields will appear:

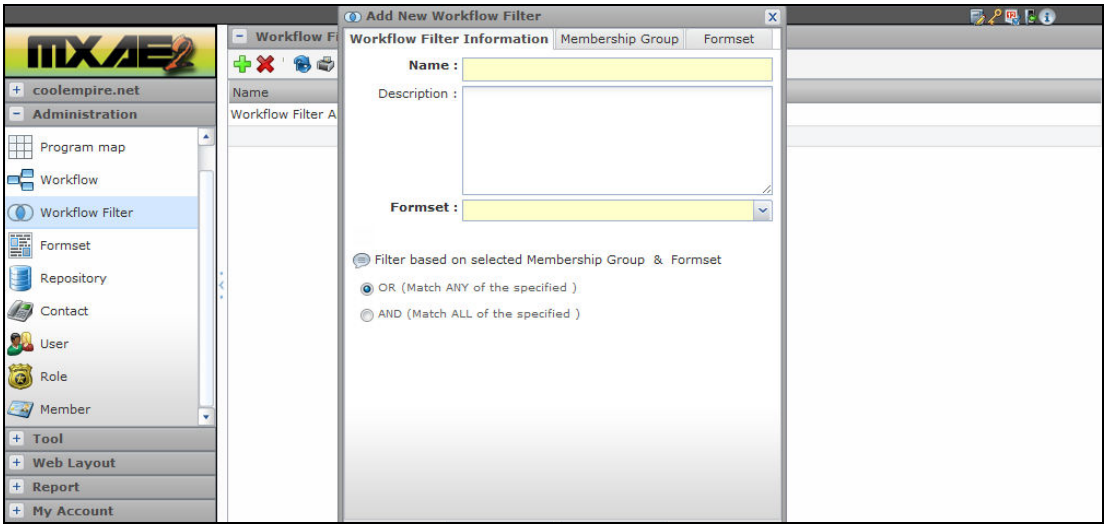


FIGURE 64: WORKFLOW FILTER – ADD FILTER

The table below explains the fieldnames in the 'Add Workflow Filter' dialog box:

Tab panel	Fieldname	Additional Explanation and Tips
Workflow filter information	Name	Name of workflow filter
	Description	Description of workflow filter
	Formset	Choose from the existing formset
	Filter based on selected Formset & Membership Group	▪ Choose OR (the filter will based on Formset or Membership Group) ▪ Choose AND (the filter will based on Formset and Membership Group)
Membership Group	Filter based on selected Membership Group	Specify the condition for Membership Group: ▪ Choose None : Not use as criteria ▪ Choose OR: Match any of the specified

Tab panel	Fieldname	Additional Explanation and Tips
		membership Group. Tick to select the Membership Group ▪ Choose AND: Match all the specified in the selected Membership Group. Tick to select the Membership Group.
Formset	Filter based on selected formset field(s)	Specify the condition for Formset: ▪ Choose None : Not use as criteria ▪ Choose OR: Match any of the specified fieldset. Double click the '**Expression**' box to choose the expression for the fieldset. ▪ Choose AND: Match all the specified in the selected Fieldset. ▪ Then Double click the '**Expression**' box to choose the expression for the fieldset. ▪ Set the **'Value'** for the Expression

3. Click **[Save]** to store your new workflow filter

Click on the icon for additional notes on workflow filter

13.3.3. How to Edit Workflow Filter

1. Go to: Administration > Workflow Filter
2. Right-click on the workflow name to be edited
3. Click **[Edit [workflow name]]**
4. A dialog box will appear to allow you to edit your workflow filter
5. Click **[Save]** to store your changes

13.3.4. How to Refresh Workflow Filter

Go to: Administration > Workflow Filter > Click **[Refresh]**

The workflow filter listing panel will refresh and will list out all workflow filter in the list panel.

13.3.5. How to View Workflow Filter Detail

1. Go to: Administration > Workflow Filter
2. Right-click on a workflow name

3. Click [**[Workflow name]** detail**]**
4. Details for the selected workflow row will appear on the bottom view pane – view area or you can simply double-click on the workflow name

13.3.6. How to Copy Workflow Filter

1. Go to: Administration > Workflow Filter
2. Right-click on a workflow filter name
3. Click **[Create copy from[workflow name]]**
4. A dialog box will appear for you to complete
5. Click **[Save]** to copy the workflow filter

13.3.7. How to Delete Workflow Filter

1. Go to: Administration > Workflow Filter
2. Right-click on a workflow filter name
3. Click **[Delete Workflow Filter]**
4. User will be prompted with confirmation dialog box before deletion
5. Click **[Yes]** to confirm your deletion

13.4. How to Create a Master List

A Master List is a list that contains the information about all your users, their roles and permissions, their positions in a workflow, etc.

By having a master list, you will be able to keep track of the movements of your users, for example, whether or not a content uploader has been promoted as an approver; whether a content uploader has been transferred to another department and is no longer handling the content for that department, etc.

The information to complete your Master List can be gathered from MXAE. Look at the screen below:

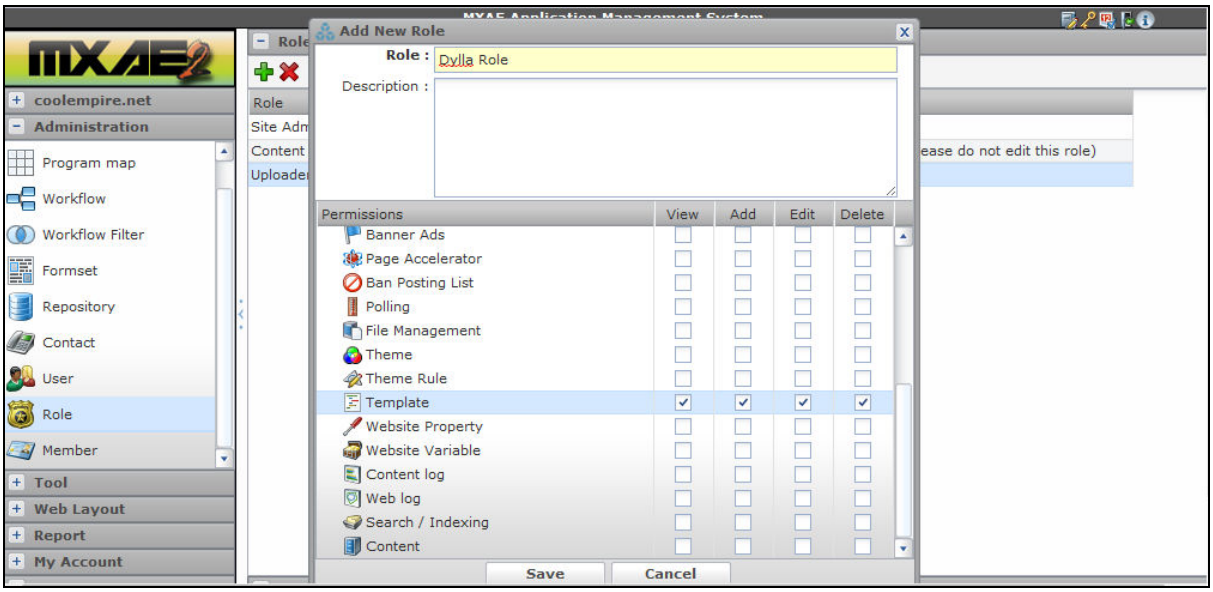


FIGURE 65: CREATE MASTER LIST - VIEW USER ROLE

Based on the user's permissions summary in MXAE, you can come out with your own listing called Users' Matrix using Microsoft Excel as below:

Book1 - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
1	LIST OF USERS FOR MXAE FOR COMPANY XYZ										
2	Name	Usernama	Password	Created on	Role	Roles	Permissions	Access	Add	Update	Delete
3	Dylla	dylla	**********		Uploaders	Channels ID: chn_01, chn_02, chan_03 Progs ID: prg_001, prg_002, prg_003	workflow_coporate	X	X	X	
4	Aliya	aliya	**********		Uploaders	Channels ID: chn_04, chn_05, chan_06 Progs ID: prg_004, prg_005, prg_006	workflow_finance	X	X	X	
5	Singh	singh	**********		Approver	Channels ID: chn_01, chn_02, chan_03 Progs ID: prg_001, prg_002, prg_003	workflow_coporate	X	X	X	X
6	Chen	chen	**********		Approver	Channels ID: chn_01, chn_02, chan_03 Progs ID: prg_001, prg_002, prg_003	workflow_finance	X	X	X	X

FIGURE 66: SAMPLE OF USERS' MATRIX

CHAPTER 14 STORING FILES/IMAGES IN REPOSITORY

In this chapter, you will:

- Learn how MXAE repository works
- Learn how to manage the repository

14.1. What is Repository?

Repository is a place for you to store files on the server. In MXAE, repository can be used to store images for articles or files such as PDF, Word, Excel documents or other binary files that are attached to an article. These files are shared with other users who have the permission to view repository.

Files in repository such as PDF, Words and Excel can be indexed and made searchable by the MXAE search engine. You can choose whether to index or not to index the files uploaded to repository. You may include your file to be indexed while adding a new file, or by editing the file property for existing file in the Repository.

You may choose to index document files uploaded into the Repository. Indexing will help MXAE to find the files faster when your users requests for them.

The maximum file size allowed to be uploaded to the Repository is set by your System Administrator. Remember also that if a file size (especially if it is an image) is too big, it will affect the performance of your website to your users. Make sure that every file to be uploaded to the Repository has been optimised for your application – website or anything else.

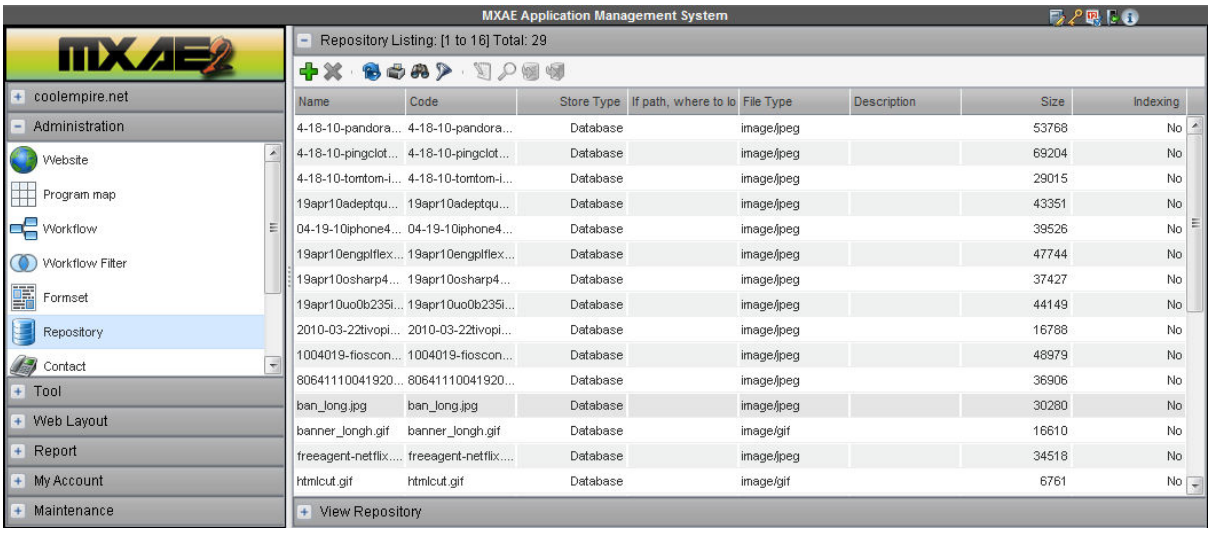


FIGURE 67: REPOSITORY LISTING

14.2. Working on Repository

At the menu bar panel, click on Administration > **[Repository]**

You will get the Repository Listing. Below is the description of the Repository listing panel:

Column	Description
Name	File name
Code	File code
Store Type	Where the file will be stored
If path, where to locate?	Path of file will be located on server
File Type	File type, example image, application
Description	File description
Size	File size
Indexing	File search indexing

14.3. How to Add Files / Images to Repository

To add file to the repository:

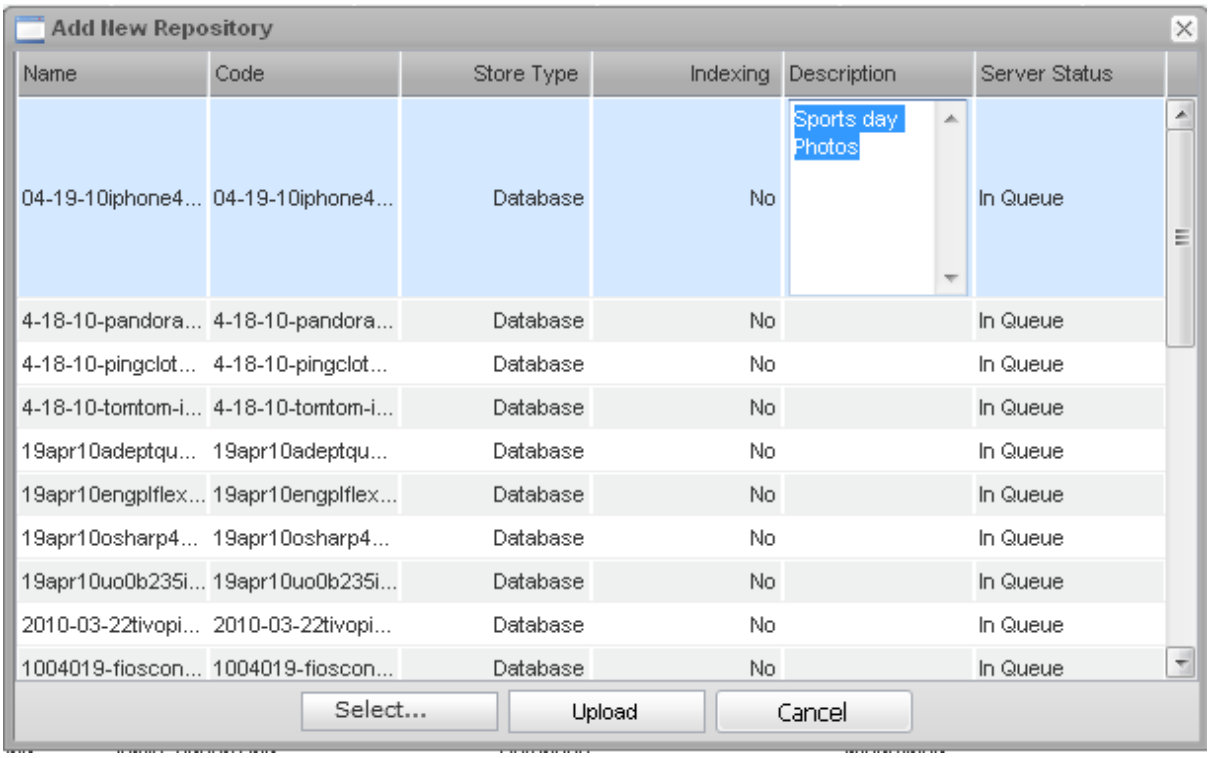
1. Go to: Administration > Repository > Click **[Add Repository]**
2. A dialog box for File upload will appear.
3. Click **[Select]** to begin selecting file(s) to be uploaded.

Use the **[Ctrl]** or **[Shift]** key in combination with your mouse click for selecting multiple files to be uploaded to the server.

4. Select file(s) from your external drives or hard disk and click **[Open]**.
5. Use if you want to delete file(s) from the list before uploading them to the server.
6. Click or double-click the cell to edit or add information to the list of files before uploading them to server

	Fieldname	Additional Explanation and Tips
Repository	Name	File name
	Code	Type in some identification for the file to be uploaded at the "code" line text.
	Store type	You have two options: • Database : to store the image in the database • Directory path: to store the image in the directory
	Indexing	Yes: To index the repository No: Not index
	Description	Enter texts to describe your file
	Server Status	File upload status

7. Click **[Upload]** to upload the files to server



If Flash player not installed on your browser, you are allowed to upload only one file for each upload session. Multiple files upload feature requires Flash player version 9 and above.

If you plan to use images from repository in your article, you should upload your images to Repository before you create an article.

14.4. How to Replace Files / Images in Repository

To replace an image with a new one in Repository:

1. Go to: Administration > Repository > Right-click on image to be replaced
2. Click **[Edit [image filename]**]
3. A dialog box will pop up. Click **[Choose File]** to locate the new image in your hard disk.
4. Click on the new image filename then click **[Open**]
5. Click **[Save]** at the Edit Repository dialog box

14.5. How to Delete Files / Images from Repository

To delete an image from Repository:

1. Go to: Administration > Repository > Right-click on the image filename to be deleted
2. Click **[Delete Repository]**
3. Click **[OK]** to confirm your deletion

Deleting an image from the Repository is permanent and cannot be undone.

14.6. How to Refresh Repository Listing

Go to: Administration > Repository > Click **[Refresh]**

The repository listing panel will refresh and will list out all repository in the list panel

14.7. How to View Repository Listing

Go to: Administration > Repository > Right Click **[View [Name of the file]** or Double click on the repository item.

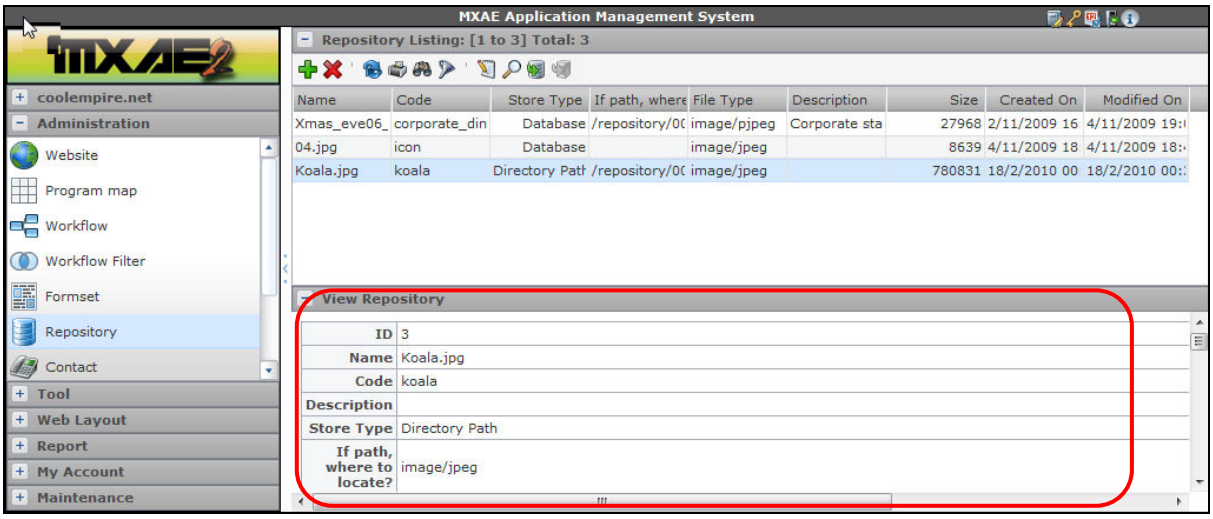


FIGURE 68: REPOSITORY LISTING - PROPERTY

Details for the selected repository row will appear on the bottom view panel – view area

14.8. How to Change Storage Destination

From Database into Directory Path:

You may move the file storage from database to storing it in the Directory path.

1. Right-click on the image/file (which is currently stored in Database in repository)
2. Click **[Store into FTP Directory]**

The file will be relocated to the FTP Directory.

From FTP Directory into Database:

You may do this to move the image storage from FTP Directory to database.

Right-click on one of the file row (which is currently stored in FTP Directory)

1. Click **[Store into DB]** on the contexts menu.

The file will be stored in the Database.

Storing your files in repository using “Store Type = Databse” ensure that all your data and files are kept in one place (in Database) and making it easier to back up your entire website content.

CHAPTER 15 CREATING THEMES AND TEMPLATES

In this chapter, you will:

- Learn how to manage themes
- Learn how to manage templates
- Learn how to manage theme rules

15.1. Themes and Templates – the Difference

Theme is a group of **templates** that controls the look and feel of a website. Theme contains a group of templates. You can build as many themes as you wish for your website. You may want to have different themes for specific occasions, festive seasons or even themes for specific website audience. You may change the theme of the website without even affecting the contents.

🕮 Refer to **Chapter 4: Understanding Templates** on how to Identify and Differentiate Themes and Templates.

15.2. Working on Theme

1. At the Web Layout menu bar, click **[Theme]**

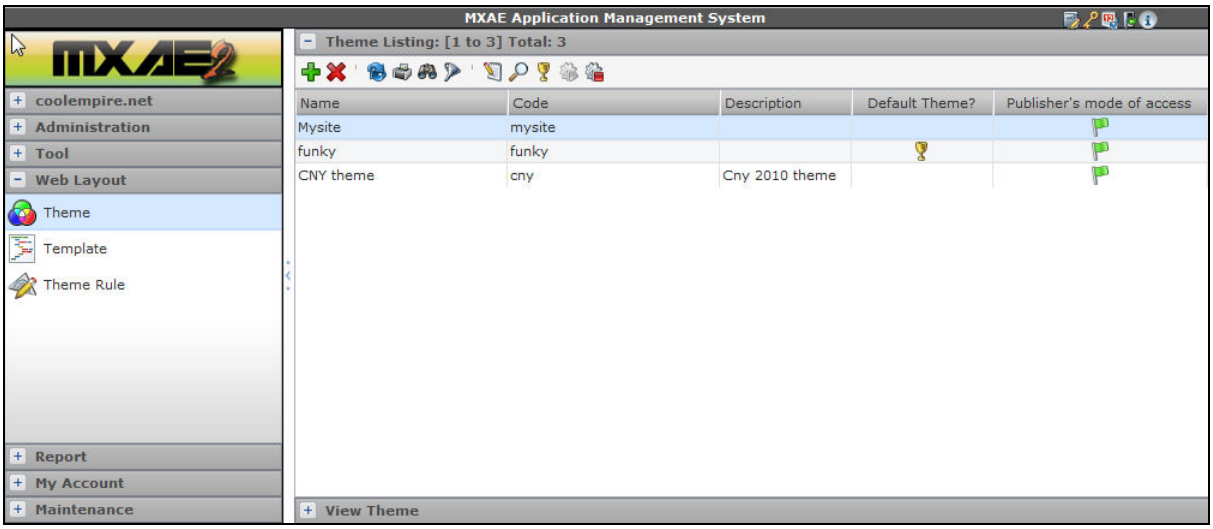


FIGURE 69: THEME LISTING

The table below explains the details of the columns available under Theme:

Column	Description	Additional Explanation and Tips
Name	The name of the theme	Example: funky theme

Column	Description	Additional Explanation and Tips
Code	The name of the code	Example: sub_channel1 theme
Description	The description of the theme	Key in a few texts to help you remember the theme easily.
Default Theme?	Display selected theme used as default theme	You will see at 'Default Theme' column.
Publisher's mode of access	Viewable by the public or private	Green flag = viewable by public Red flag = private viewing only

15.2.1. How to Add New Theme

1. Go to: Web Layout > Theme > Click **[Add New Theme]**

2. A dialog box will appear. Fill in the information

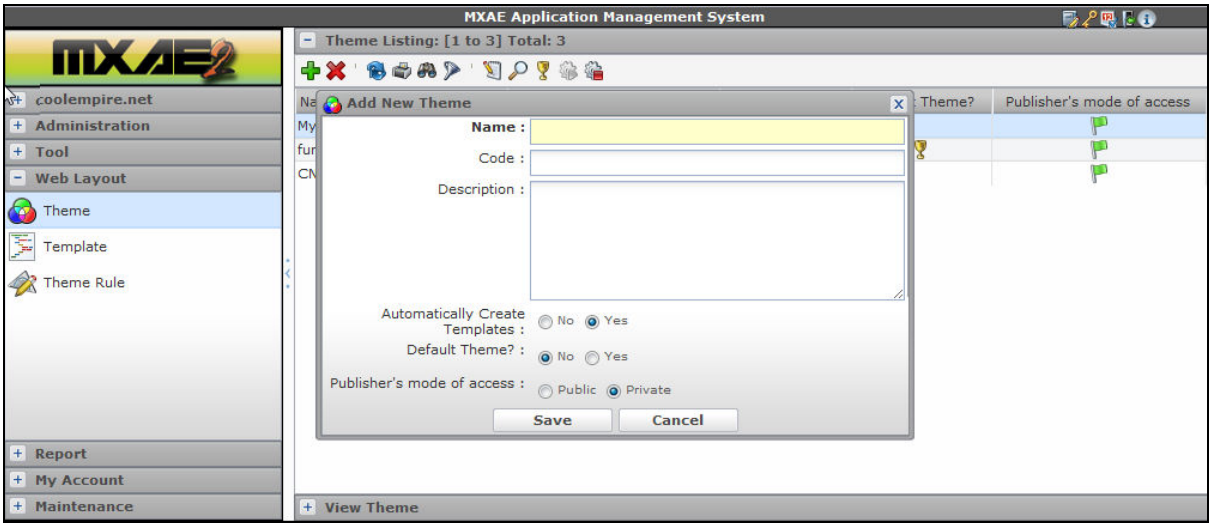
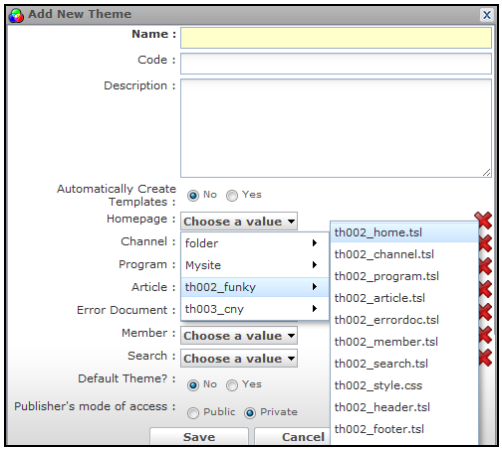


FIGURE 70: THEME LISTING - ADD THEME

Tab panel	Fieldname	Additional Explanation and Tips
Theme Information	Name	-
	Code	-
	Description	Description of the theme
	Automatically Create Templates	**Yes**: Automatically create the default templates such as Index, Channel, Program, Article templates and many more. **No**: No template will be created; you have to assign your own template to the theme. If you choose "No", system will display the

Tab panel	Fieldname	Additional Explanation and Tips
		table below. You can re-use existing templates and copy in a new theme. 
	Default Theme	**Yes**: Assign the created Theme as Default Theme. **No**: Not as Default Theme
	Publisher's mode of access	**Public:** Create Theme for Public View. **Private**: Create Theme for Private View.

3. Click **[Save]** to store the new theme.

15.2.2. How to Add New Theme Using Automatically Create Template Function

1. Go to: Web Layout > Theme > Click **[Add New Theme]**
2. A dialog box will appear (refer to Add New Theme table).
3. Select '**Automatically Create Template**' function. A new template folder will be created and there will be at least 9 or more pre-built templates created and stored in the folder
4. Click **[Save]** to store your theme

If you choose **[Yes]** for the Automatically Create Template, the system will automatically create the main templates which consist of Home, Channel, Program, Article, Error Document and Search/Index.

15.2.3. How to Refresh Theme

Go to: Web Layout > Theme > **[Refresh]**

Theme listing panel will refresh and list out all the themes in the list.

15.2.4. How to View Theme Details

Go to: Web Layout > Theme > Click **[View [Name of the Theme]**

Details for the selected theme row will appear on the bottom view panel – view area.

15.2.5. How to Edit Theme

To edit a theme:

1. Go to: Web Layout > Theme > Click **[Edit [Name of the Theme]**
2. A dialog box with the following fields will appear (Refer to add new theme table)
3. Click **[Save]** to store your work.

15.2.6. How to Copy a Theme

1. Go to: Web Layout > Theme > Choose a Theme
2. Right-click > Click **[Create Copy From]**
3. A dialog box with the details that already filled up will appear (refer to Add New Theme table)
4. Click **[Save]** to store your work

15.2.7. How to Delete Theme

1. Go to: Web Layout > Theme > Click **[Delete]**
2. A confirmation deletion pop up box will appear
3. Click **[OK]** to confirm deletion

15.2.8. How to Set a Theme as Default

1. Go to: Web Layout > Theme > Select a new theme and click **[Set as Default]**
2. Theme listing panel will refresh and selected Theme will now be the default theme
3. A pop-up window will appear. Click **[OK]** to confirm your selection

15.2.9. How to Set Theme as Public

Set a theme as public:

1. Go to: Web Layout > Theme > Click **[Set Public]**
2. A confirmation dialog box will appears. Click **[OK]** to confirm your selection

Theme listing panel will refresh and selected Theme will now be set as Public

15.2.10. How to Set Theme as Private

You can also set a theme as private:

1. Go to: Web Layout > Theme > Click **[Set Private]**
2. A confirmation dialog box will appears. Click **[OK]** to confirm your selection.

Theme listing panel will refreshed and selected Theme will now be set as Private

If a theme is set to Public and it is not a default theme, you can also access each of the themes from your browser by calling up the theme ID directly from URL address. If it is set to private, the theme ID can only be called up (include) in your template.

15.3. Managing Templates

The templates in MXAE determine the design, the look-and-feel of a website and provide thematic arrangement for the website. It will also display the content from database. All the scripting for MXAE is done in the templates, located within the Web Layout Module in the AMS Console. Some features of the template module include:

a) All template files created on local drives have to be uploaded to the database. This ensures auto updating of template files will take place if your system is using multiple publishers. MXAE provides an In-browser code editor for quick and easytemplate editing.

b) Templates can also be managed via WebDAV compliant client for example Netdrive, Webdrive and other Web page builder applications that support WebDAV.

c) Templates are parsed (translated) to PHP file for publishing in order to ensure maximum page access speed

d) Folders and sub-folders can be created for storing and managing templates

e) Version Control feature is available for templates

Refer to **MXAE Programmer's Handbook** on how you can manipulate templates using TSL, PHP, HTML and JavaScript.

15.4. Working on Template

To get to template, at the Web Layout menu bar, click on **[Template]**.

You will view Template Listing view as shown below:

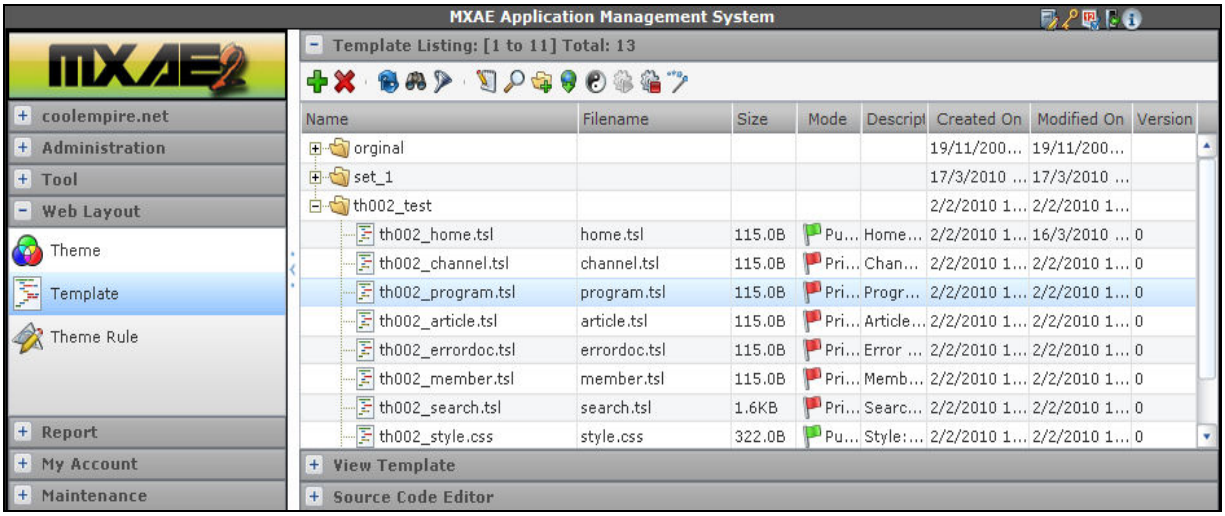


FIGURE 71: TEMPLATE LISTING

Table below explains each of the functions available for managing your templates:

Column	Description	Additional Explanation and Tips
Name	There are 2 names / codes: ▪ Name of the folder (theme) ▪ Template code	This folder ( ) may symbolize a theme. To expand the folder, click at + icon, you will see list of templates that sit in the folder / theme.
Filename	Template filename	
Size	File size	
Mode	Publisher's mode of access. Public or Private	A green flag ( ) is visible if you set the template to public. A red flag ( ) is visible if you set the template to private.
Description	The description of the template	
Created On	Date & time when template first created	
Modified On	Date & time when template last edited	
Version	Version of the template file	

15.4.1. How to Add New Template

Template code should be the name of a file. Follow this convention:

- ".tsl" for template with majority TSL codes
- ".php" for template with majority PHP codes

To add a new template:

1. Go to: Web Layout > Template
2. Click **[Add New Template]**
3. You will get '**Add New Template**' pop-up window. Fill in the fields and upload the new template

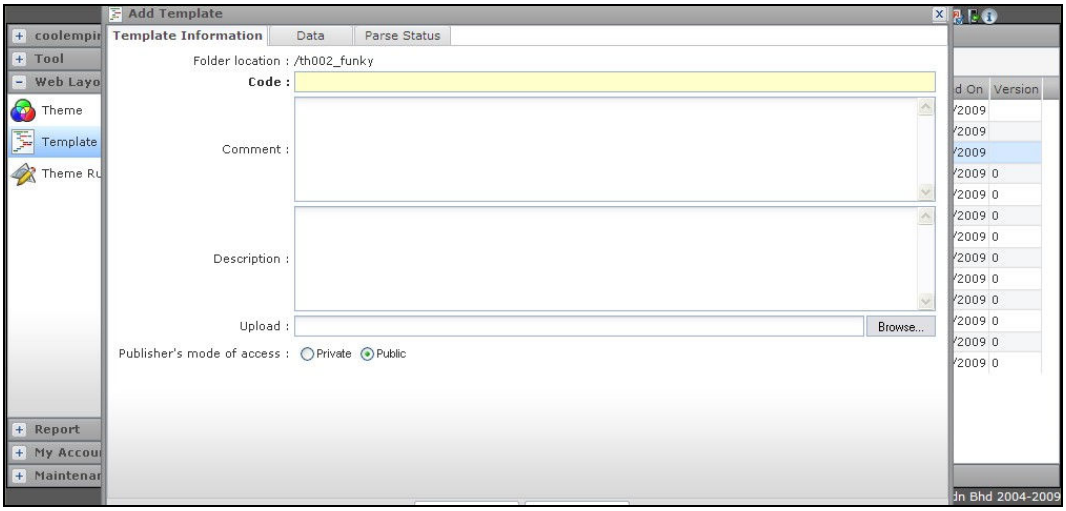


FIGURE 72: ADD TEMPLATE

The table explains each of the Tab Panels available in the Add Template pop-up:

Tab panel	Fieldname	Additional Explanation and Tips
	Location	Location of the template. System will show in which folder the new created Template will be stored. For example: /org_theme. This means the new template will be stored in a theme called org_theme.
Template Information	Code	Mandatory field. Key in the code of the template. For example: leftbar.tsl
	Comment	The comment of the template
	Description	The description of the template
	Upload	Function to upload template file from your external drives or hard disk. Select file to insert into the template and click **[Save]** to upload and parse the file.

Tab panel	Fieldname	Additional Explanation and Tips
	Publisher's mode of access	Have 2 options : Public or Private. If a template is set to Public, you can also access each of the template from your browser by calling up the template ID directly. If it is set to private, the template ID can only be called up by another template.
Data	Filename	Name of the file that you have uploaded in 'Upload' field. If you leave this field blank, this field is automatically generated by the system.
		This is where you insert and combine your HTML codes, tagging, scripting to form your page design and content.
Parse Status	If there is any info available, it will be displayed here.	Information on parsed template.

4. Click **[Save]** to store your new template
5. The system will show the Parse Status
6. Click **[Close]** to close the pop-up window

15.4.2. How to Refresh Template

Go to: Web Layout > Template > Click **[Refresh]**

Template listing panel will refresh and will list out all the template lists, including any new template you have created.

15.4.3. How to View Template Details

Go to: Web Layout > Template > Click **[View [Name of the Template]]**

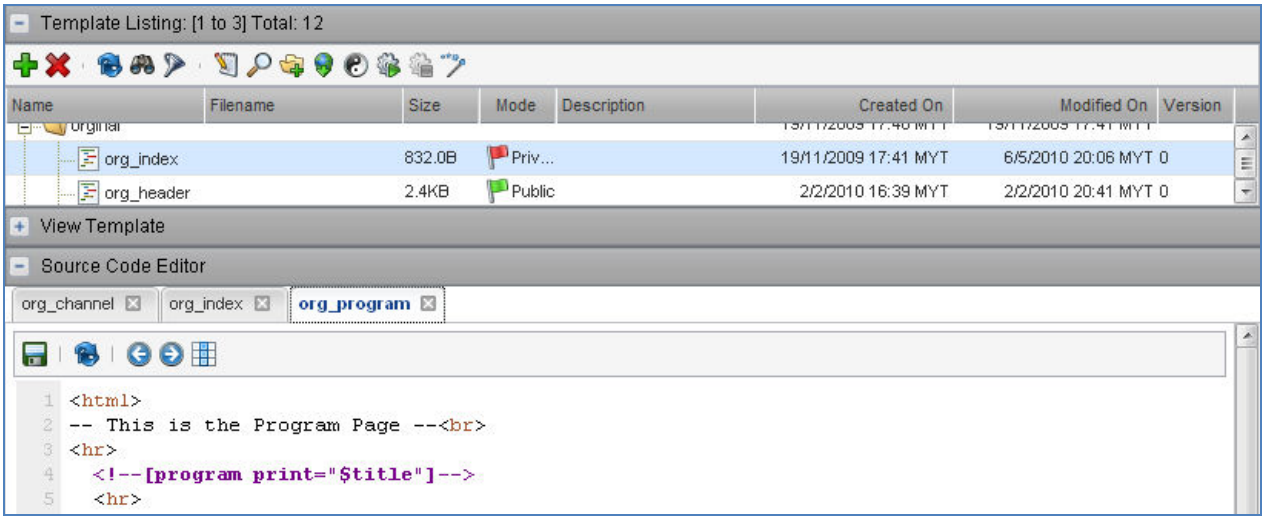
Details for the selected template row will appear on the bottom view panel – view area.

15.4.4. How to Edit Template

1. Go to: Web Layout > Template > Click **[Edit Template]**
2. A dialog box similar to adding Template appears with the details for the Template already filled up when it was created. (Refer to Add New Template table)
3. Edit the template's Code, Description, Include in Versioning or any field you wish to
4. Click **[Save]** to store your changes

Using MXAE In-browser Source Code editor.

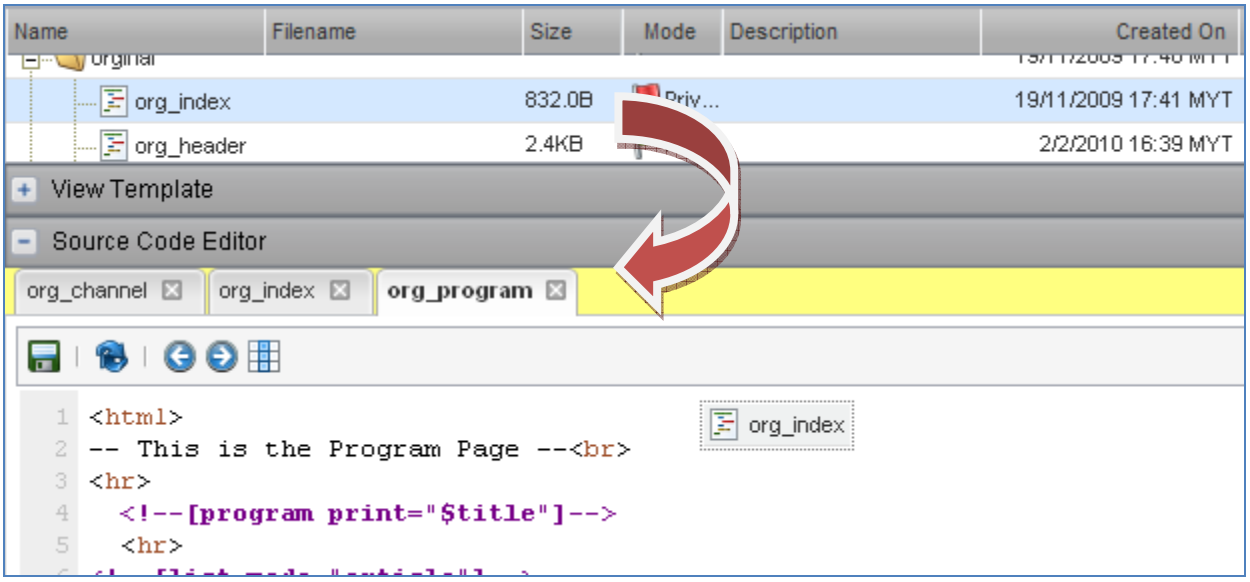
MXAE provides an In-browser code editor which enables users to easily edit and manage templates. The editor offers some useful features that would speed up template editing and development. Features include editing multiple files, line numbering, undo and redo tasks, auto indentation, syntax highlighting and brace matching.

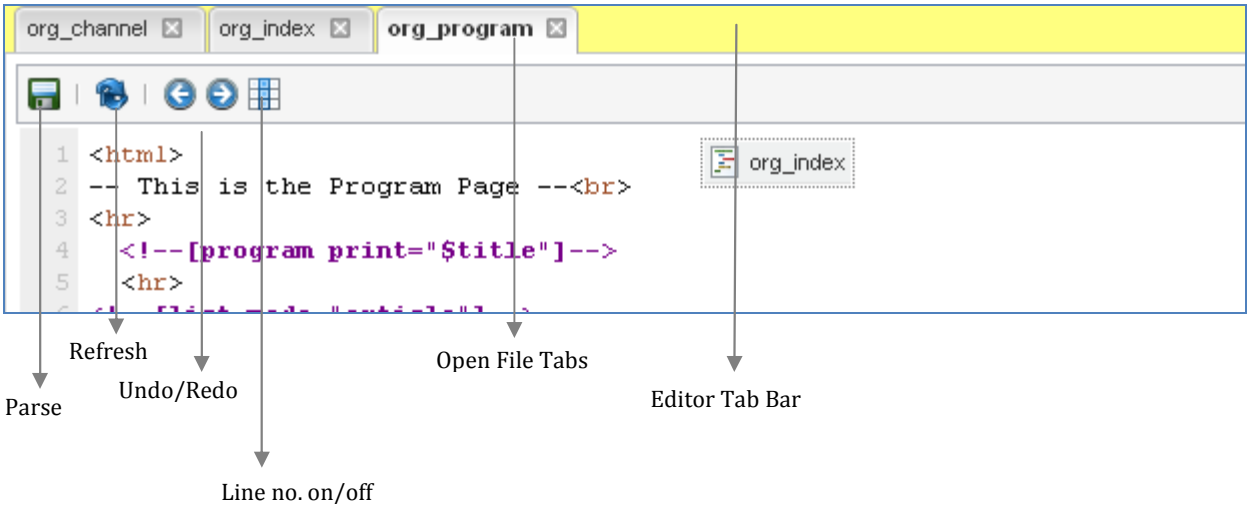


1. Go to: Web Layout > Template > Click and select a template to edit and click on **[Send to Code Editor]**
2. Source Code Editor appears at the bottom of Viewing Window with the details for the Template already filled up when it was created.
3. Edit the template's Code.
4. Click to parse and save your changes.

Opening Multiple template files in Source Code Editor

1. Click to expand Source Code Editor Window.
2. Click and select multiple template files. (Hold/Click **[Ctrl]** or **[Shift]** key for multiple file selection.)
3. Drag and Drop the files in the Source Code Editor Tab Bar.
4. Use the file Tabs to view each of the template file.
5. Click for each template to parse and save your changes.


Name
Filename
Size
Mode
Description
Created On
org_index
832.0B
19/11/2009 17:41 MYT
org_header
2.4KB
2/2/2010 16:39 MYT
View Template
Source Code Editor
org_channel
org_index
org_program
org_index
<html>
-- This is the Program Page --
<hr>
<!--[program print="$title"]-->
<hr>


org_channel
org_index
org_program
org_index
<html>
-- This is the Program Page --
<hr>
<!--[program print="$title"]-->
<hr>
Parse
Refresh
Undo/Redo
Line no. on/off
Open File Tabs
Editor Tab Bar

How to Copy Template

1. Go to: Web Layout > Click **[Create Copy From]**
2. A dialog box with details that already filled up will appear. (Refer to Add New Template table)
3. Customise the name and description and Data Tab content.
4. Click **[Save]** to store your changes

15.4.5. How to Create New Folder

1. Go to: Web Layout > Template > Click **[Add New Folder]**
2. Specify the location name for the folder and click **[Save]**

Another way is to:

1. Click on the folder listing to expand list

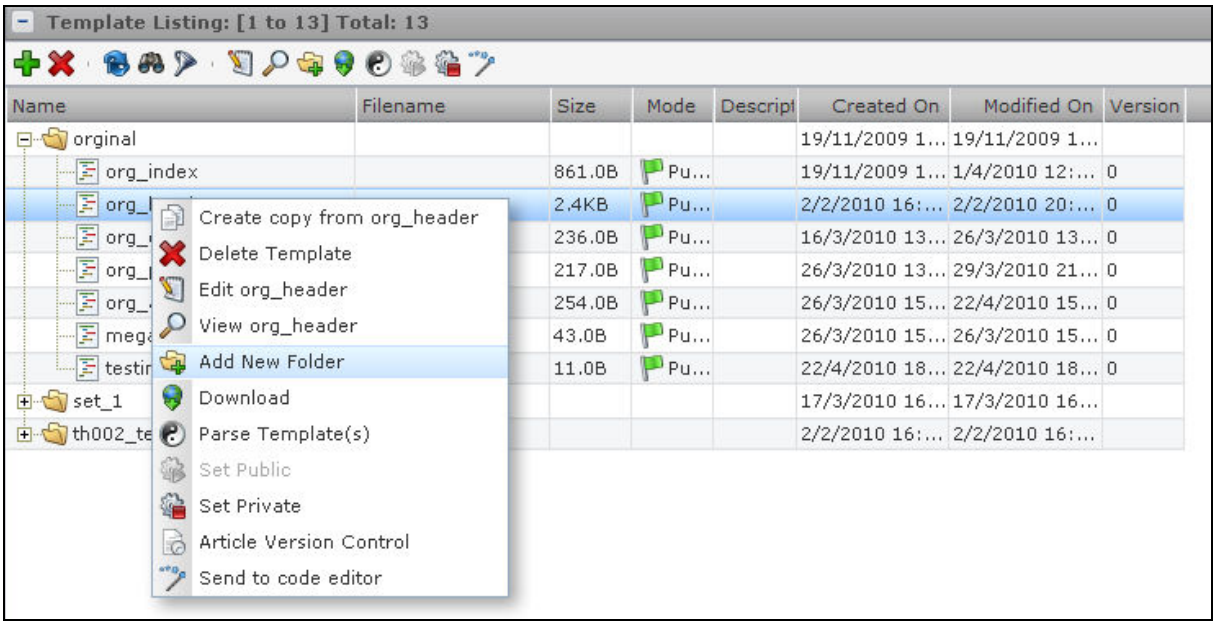


FIGURE 73: ADD FOLDER - AT TEMPLATE LISTING

2. Right-click on the folder row and click **[Add New Folder]**
3. Specify the location name for the folder and click **[Save]**

15.4.6. How to Move a Template

Moving a template is made easier with drag-and-drop function:

1. At the subfolder, click on the template you wish to move up and hold the mouse
2. Drag the template to the new location you wish to place it
3. Release the mouse

15.4.7. How to Parse Template

The function of parsing is to parse the templates for TSL (tagging) and convert it into PHP codes. To parse a template:

1. Go to: Web Layout > Template > Click **[Parse Template(s)]**
2. A confirmation box will appear. Click **[OK]**

You will get the following pop-up window showing you parsing of template is taking place:

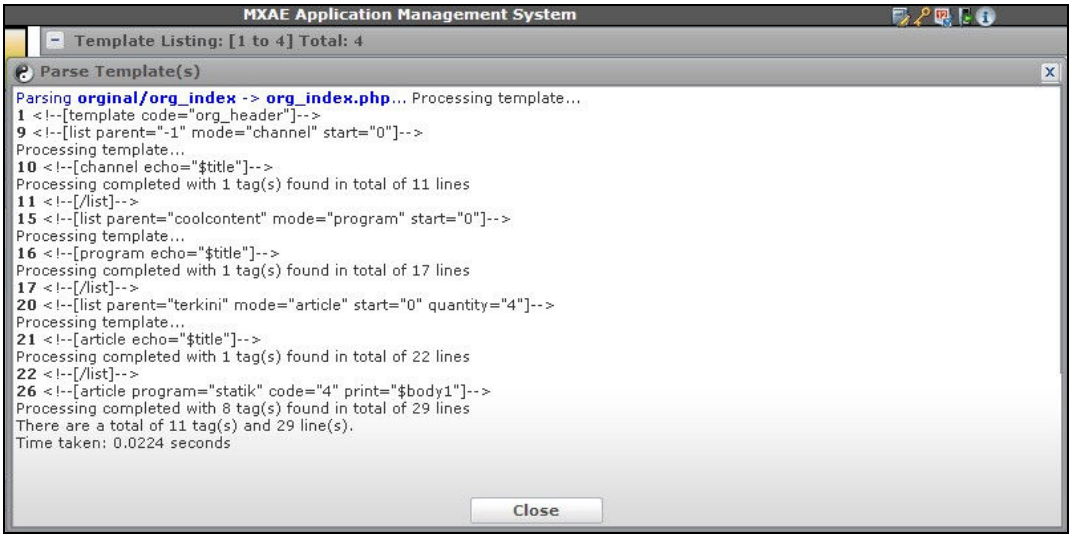


FIGURE 74: PARSE TEMPLATES

3. Click **[Close]** to close the pop-up window

15.4.8. How to Download Template

1. Go to: Web Layout > Template > Click **[Download]**
2. A dialog box will appear to ask whether you want to open or save the file

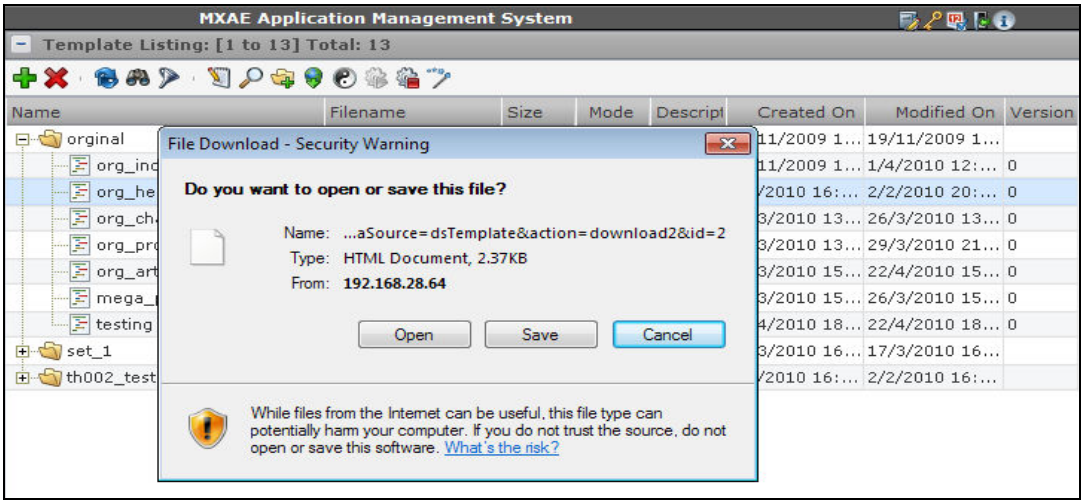


FIGURE 75: DOWNLOAD TEMPLATE

3. Click **[Save]** to store the template in a chosen location in your hard disk.

15.4.9. How to Set Version Control for a Template

The concept is similar like article versioning. You can also set the version control of the template so that you can keep track of the modified template.

1. Go to: Web Layout > Template > Right-click at the selected template
2. Choose **[Version Control]**

Any available information regarding version control will be displayed on your screen.

Template version control has to be turned on by your System Administrator. This option is available in the Website Property.

15.4.10. How to Delete Template / Folder

To delete a template or folder:

1. Go to: Web Layout > Template
2. Click on **[Delete]**
3. A confirm deletion pop up window will appear
4. Click **[OK]** to confirm deletion.

15.5. How to Set Template as Public

You set a template as public where all guests of your website will see it:

1. Go to: Web Layout > Template > Click **[Set Public]**

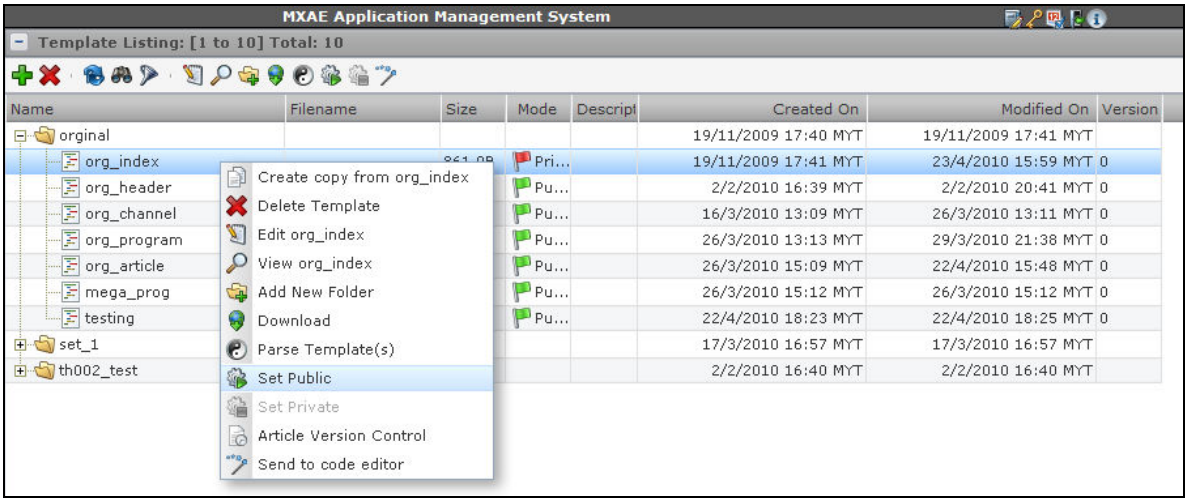


FIGURE 76: TEMPLATE LISTING - SET AS PUBLIC

2. A confirmation dialog box will appear. Click **[OK]** to confirm your selection

Template listing panel will refresh and the selected Template is now set as Public.

15.5.1. How to Set Template as Private

You can also set a template as private where only MXAE users will see it:

1. Go to: Web Layout > Template> Click **[Set Private]**
2. A confirmation dialog box will appear. Click **[OK]** to confirm your selection

Template listing panel will refresh and the selected Template is now set as Private.

If a template is set to Public, you can also access each of the template from your browser by calling up the template ID directly. If it is set to private, the template ID can only be called up by another template.

15.6. Setting Theme Rules

You can set the rules for MXAE to automatically determine which theme to be used when the public or members visit the website. With theme rules, you can build different themes for such different browser or control by membership group, IP addresses and time/duration. Once the theme rules are set, the website will only use one URL address for all type of media delivery.

Theme rules can be best applied to different pages in your website. For example, you can use a theme rule for member's only page(s) and another theme for public viewed page(s). This feature will make your website more meaningful to different target users.

15.6.1. How to Get to Theme Rule

At the Web Layout menu bar, click on **[Theme Rule]**.

The details of the Theme Rule Listing are explained in the table below:

Column	Description
Name	Theme Rule name
Description	Theme Rule description
Start Date	Theme Rule starting date
End Date	Theme Rule ending date
Theme	Specify selected Theme Rule under which Theme
Enable this	Status of Theme Rule - active or suspended

15.6.2. How to Add New Theme Rule

1. Go to: Web Layout > Theme Rule > Click **[New Theme Rule]**
2. A dialog box will appear

The details of Add New Theme Rule pop-up are as in table below:

Tab panel	Fieldname	Additional Explanation and Tips
Theme Rule Information	Name	Name for the theme rule
	Start Date	Theme rule effective date
	End Date	Theme rule expiry date
	Description	Description of theme rule
	Content Type	Option to select from drop-down menu: 1. text/html 2. text/plain 3. text/vnd.wap.wml 4. text/vnd.wap.wmlscript 5. text/xml
	Charset	Standard Charset configured during set-up. The default Charset selected is **Iso-8859-1.** This code represents English character.

Tab panel	Fieldname	Additional Explanation and Tips
		Refer to charset table in **Chapter 6.6**
	Theme	Select from the existing theme
	Additional header string to send	
	Enable this	Activated or Suspended
Condition	Browser String	Example of browser strings : *MSIE* = Microsoft Internet Explorer *Opera* = Opera Browser *Firefox* = Firefox Browser
	List of IPs	Type the IP addresses to detect for using this theme
	Membership Group	Specify the group to access this Theme in the **Membership** Group field.
	Applicable for listed publisher(s) only	This rule is only applicable for IP that appears in this field. To apply this rule, just tick at the selected IP.

3. Insert the Name of this rule
4. Choose a suitable theme for your content
5. Choose whether to **[Activate]** or **[Suspend]** this rule
6. Click **[Save]** to store your work

15.6.3. How to Refresh Theme Rule

Go to: Web Layout > Theme Rule > Click **[Refresh]**

Theme Rule listing panel will refresh and list out all available theme rule lists.

15.6.4. How to View Theme Rule Details

Go to: Web Layout > Theme Rule > **[View [Name of Theme Rule]**

Details for the selected theme rule row will appear on the bottom view panel – view area.

15.6.5. How to Edit Theme Rule

1. Go to: Web Layout > Theme Rule > Click **[Edit]**
2. A dialog box similar to **Add New Theme Rule** appears with the details for the Theme Rule already filled up
3. Click **[Save]** to save the changes

15.6.6. How to Copy Theme Rule

1. Go to: Web Layout > Theme Rule > Click **[Create Copy From]**
2. A dialog box with the detailed fields will appear. (Refer to Add New Theme Rule table)
3. Click **[Save]** to store your selection

15.6.7. How to Activate Theme Rule

1. Go to: Web Layout > Theme Rule > Click **[Activate]**
2. User will be prompted with a confirmation dialog box before activation
3. Click **[OK]** to confirm your selection

15.6.8. How to Suspend Theme Rule

1. Go to: Web Layout > Theme Rule > Click **[Suspend]**
2. User will be prompted with a confirmation dialog box before suspension
3. Click **[OK]** to confirm your selection

15.6.9. How to Delete Theme Rule

1. Go to: Web Layout > Theme Rule > Click **[Delete]**
2. User will be prompted with a confirmation dialog box before deletion
3. Click **[OK]** to confirm the deletion

PART FOUR: MANAGING CONTENTS

CHAPTER 16 CREATING CONTENTS

In this chapter, you will:

- Learn how to create new articles
- Learn how to work on HTML Editor
- Learn how to manage articles

16.1. Uploading Contents into MXAE

Articles may originate from various sources such as user submission, feed from news services or public postings. Articles can be in the form of news, write-ups, data tables such as stock quotes, weather conditions and can consist of the combination of text, images, audio, video, flash, applets and binary files attached to the articles.

You need not have to be expert in HTML coding because HTML Editor will help you in managing or creating the articles you want to be published.

16.2. Functions on Content View Panel

Icon	Function for Program	Additional Explanation and Tips
Arrows	To move back and forth the Content view panel	Acts exactly like your internet browser's arrows
Arrows	To move up and down for threaded / child articles	-
Add Article	To add a new article	-
Delete Article	To delete an article from list	-
Refresh	To manually refresh article listing	-
Print	To print article	-
Advance Find	Search with advanced criteria setting	-
Show/Hide Filter	To enable/disable filter editor	-

Icon	Function for Program	Additional Explanation and Tips
Export article	Export article to other format. (CSV or XML)	-
Show All articles	To display all available articles in view panel	-
Show Published articles	To display all articles that have been published only	-
Show Scheduled Articles	To display all articles that have been scheduled to be published only	-
Show Rejected articles	To display all articles that have been rejected only	-
Show Pending Approval Articles	To display all articles that have not been approved for publishing	-
Show Draft Articles	To display all articles in draft mode	-
View Articles	To view article's details	-
Edit	To edit article	-
Move / Copy Article(s)	To move / copy one or more articles to another Program	-
Version Control	To control article versions	-
Schedule	To schedule article publishing date, time, etc.	-
Approve Article(s)	To approve one or more articles	-
Reject Article(s)	To reject one or more articles	-
View Approval log	To view approval details i.e. date, user, comment, etc	Appear if you set YES in the Add new program > Property > Approval log

16.3. Right Click Functions on Content View

All functions on right-click at Content View Panel are as the screenshot and explanation table below:

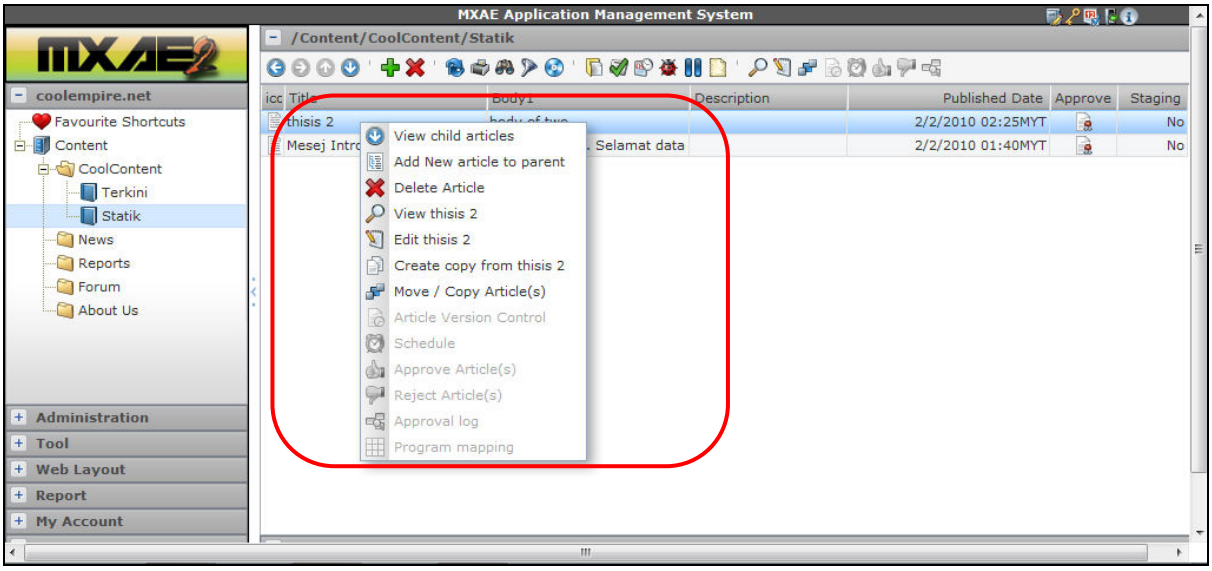


FIGURE 77: ARTICLES - RIGHT CLICK FUNCTIONS

Icon	Function for Program	Additional Explanation and Tips
View child articles	To view the child of the articles (for threaded articles)	-
Add article to parent	To add article to a parent article as thread	-
Delete	To delete the article created	-
View	To view all the details of article in the view panel	-
Edit	To edit the article	-
Create copy from	To copy from existence article	-
Move / Copy Article(s)	To move / copy one or more articles to another Program	-
Version Control	To view article versions	-
Schedule	To schedule article publishing date, time, etc.	-

Icon	Function for Program	Additional Explanation and Tips
Approve Article(s)	To approve one or more articles	-
Reject Article(s)	To reject one or more articles	-
View approval log	To view the details of the approval log	Appear if you set YES in the Add new Program > Property > Approval log
Program Mapping	To map an article to a Program	Appear if you set YES in the Add new Program > Property > Program Mapping

16.4. How to View Channel, Programs and Articles

a) To view Channel, you can click **[Content]** at Left Menu Panel

b) To view Programs, you can either click at Channel from Left Menu Panel; or double click the Channel at List Panel

c) To view Articles, you can either click at Program from Left Menu Panel; or double click the Program at List Panel

This manual will use List Panel to view the next level of content. In other words, you will see instructions to double-click Channel / Program rather than click at Left Menu Panel.

16.5. How to Add New Article

In order to add a new article, you have to create the Channel and the Program beforehand. The article field will be based on the formset created in the Program. Once that is done, to add a new article, you have to:

1. Go to: Content > Double-click Channel > Double-click Program
2. Click **[Add New Article]**
3. A dialog box with the following fields will appear:

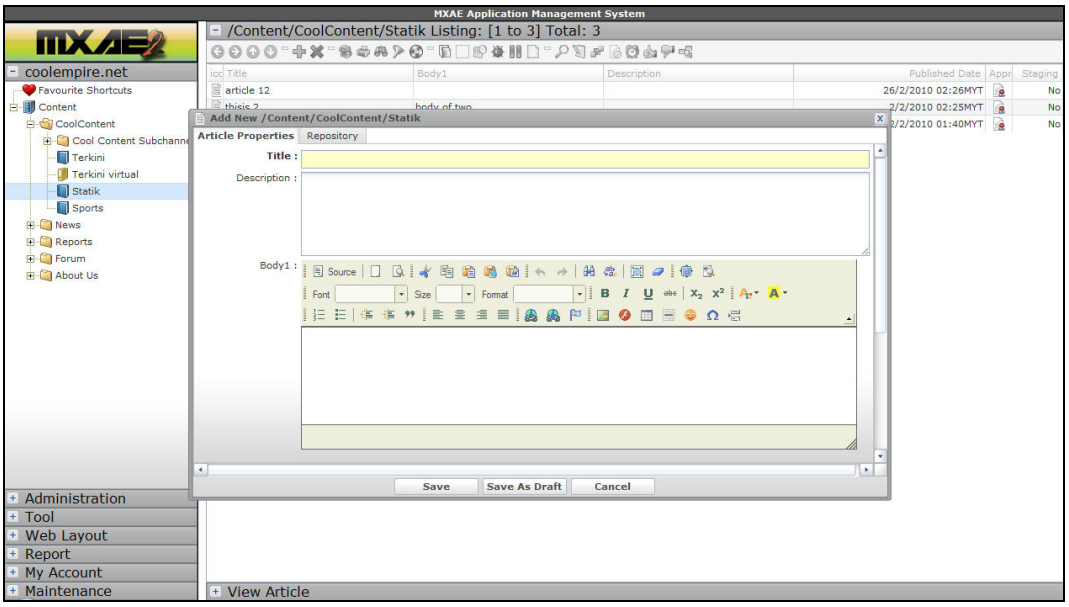


FIGURE 78: ADD NEW ARTICLE

4. You are required to fill the fields. The fields in bold are compulsory
5. Click **[Save]** to store your new article
6. Click **[Save as Draft]** to continue working on your article later

Descriptions for a sample Program name: Latest News

Tab panel	Fieldname	Additional Explanation and Tips
Article information	Charset	Standard Charset configured during set-up.
	Title	The title will be published on the website
	Description	Description of the article
	Body	The content of the article. In order to enable the HTML editor, you have to ensure that you have set it at the field set (Formset) and also at the Program Property.
	Comment	Comment of the article
	Author	Who wrote the article
	Author's email	Email address of the author
	Publisher	-
	Publisher's URL	-
	Origin	-
	Nick	-
	Staging	Yes: to make the channel viewable. No: to make the channel not visible when under construction.

Tab panel	Fieldname	Additional Explanation and Tips
Repository	Repository	Use to attach images or other binary files from repository to the article Note that when you insert images through Repository, placement of the image in the article will be set based on the template design.
Comment	Comment	Additional comments to the article.

16.6. How to Refresh Article Listing

At any time you wish to refresh the articles listing:

1. Go to: Content > Double-click Channel > Double-click Program
2. Click **[Refresh]**

The article listing panel will refresh and will list out all articles in the list panel.

16.7. How to Edit Article

To edit a published / draft article:

1. Go to: Content > Double-click Channel > Double-click Program
2. Choose and right-click at article name
3. Click **[Edit [article name]]**
4. Click **[Save]** to store your changes

16.8. How to Delete Article

To delete an article:

1. Go to: Content > Double-click Channel > Double-click Program
2. Choose and right click at article name
3. Click **[Delete]**
4. User will be prompted with confirmation dialog box before deletion
5. Click **[Yes]** to confirm your deletion

16.9. How to Use Advance Find in Article

1. Go to: Content > Double-click Channel > Double-click Program
2. Click **[Advance Find]**

3. A dialog box will appear

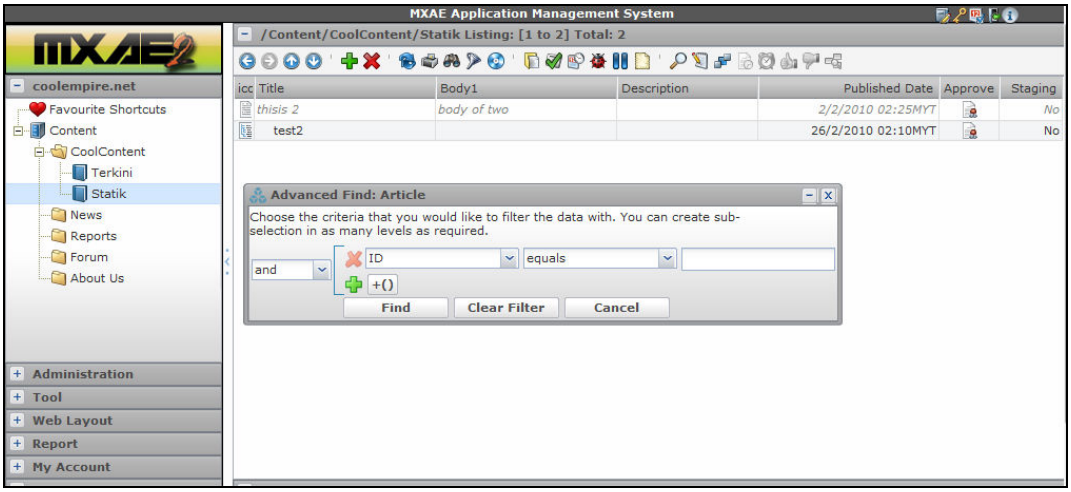


FIGURE 79: ARTICLE ADVANCE FIND

4. Fill in the necessary field with keywords according to your search criteria
5. Click **[Find]**

16.10. How Copy Article

If you want to create a copy of the existing article, you can do so by copy to function.

1. Go to: Content > Double-click Channel > Double-click Program
2. Click at the selected article > Right click and choose **[Create Copy From]**

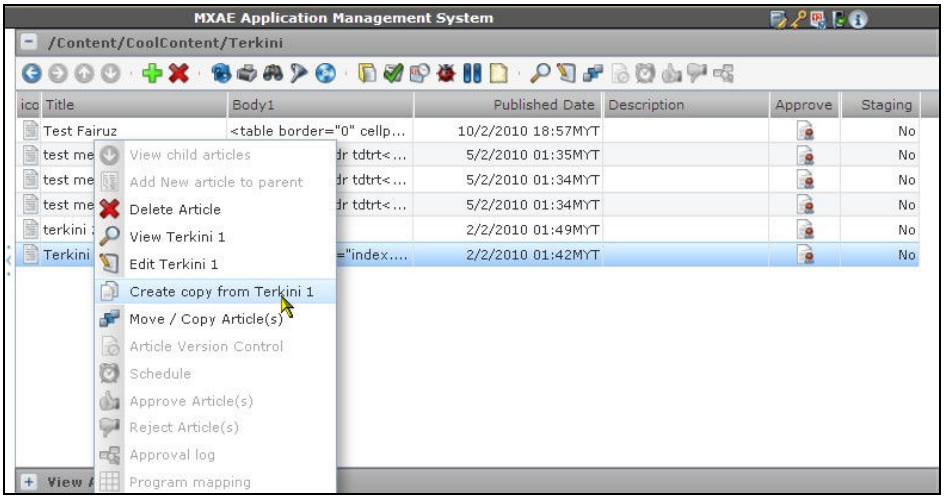


FIGURE 80: DUPLICATE ARTICLE TO ANOTHER PROGRAM

3. A dialog box will appear
4. Click **[Save]** to store your duplication
5. Click **[Save as Draft]** if you still need to work on the article

16.11. How to Move / Copy Article to Another Program

You can move an article from one Program to another. This can be done by using the move function. To move an article to a different program:

1. Go to: Content > Double-click Channel > Double-click Program
2. Click at the selected article > Right click and choose [**Move]**

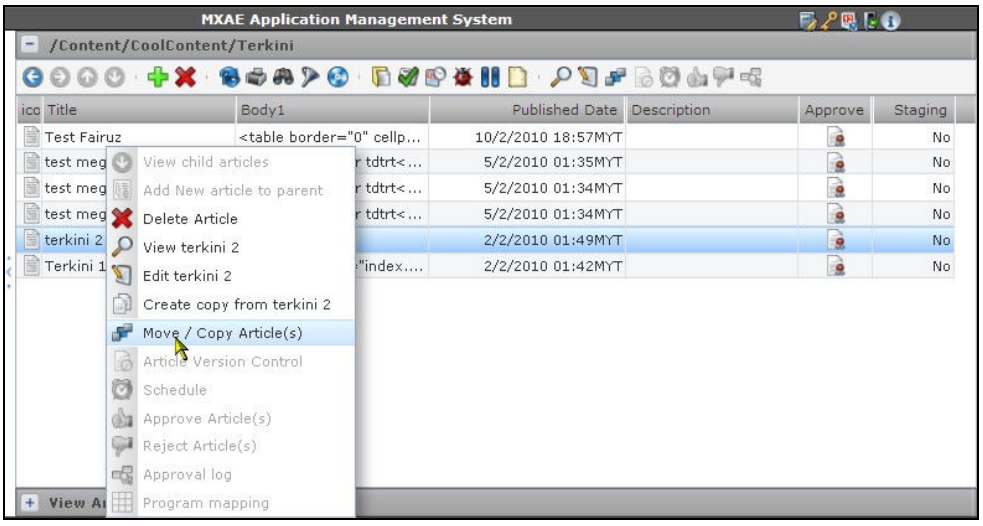


FIGURE 81: MOVE/COPY ARTICLE TO ANOTHER PROGRAM

3. A dialog box will appear

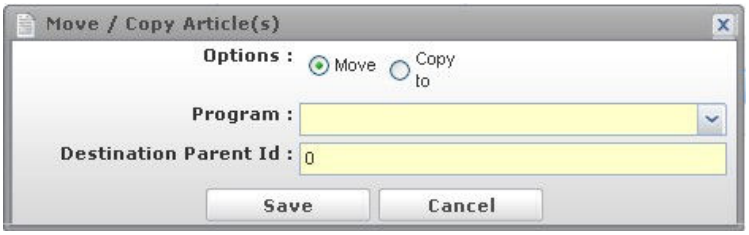


FIGURE 82: DIALOG BOX TO MOVE/COPY ARTICLE

4. Select whether to move or to copy and the destination Program
5. If you are copying or moving the article as a child to another article, you can specify the Destination Parent ID.
6. Click **[Save]**

16.12. How to Schedule an Article

Scheduling an article is useful when you have a specific dateline to publish your article to follow a certain event in the near future. This is where you schedule your article based on the targeted or specified date and time. If you choose **[YES]** for the schedule field in add new Program, the '' icon will be displayed in the function list.

To schedule the article:

1. Go to: Content > Double-click Channel > Double-click Program >click **[Schedule]**
2. The calendar will be displayed. You may choose the publish date and time for the article
3. An article that has been scheduled will appear in published mode and will no longer be listed in schedule mode

This right-click function will become clickable if you set **[YES]** on Schedule when add program.

16.13. How to Map Article to Program

Program mapping should be set to **[YES]** during the creation of the program. Once you set it to **[YES]**, you will see the "Map to a Program" icon at the function list at the article level. Add the article as you wish.

1. Go to: Content > Double-click Channel
2. Click the selected Program > Right-click and choose **[Map to a Program]**
3. A dialog box with the following fields will appear

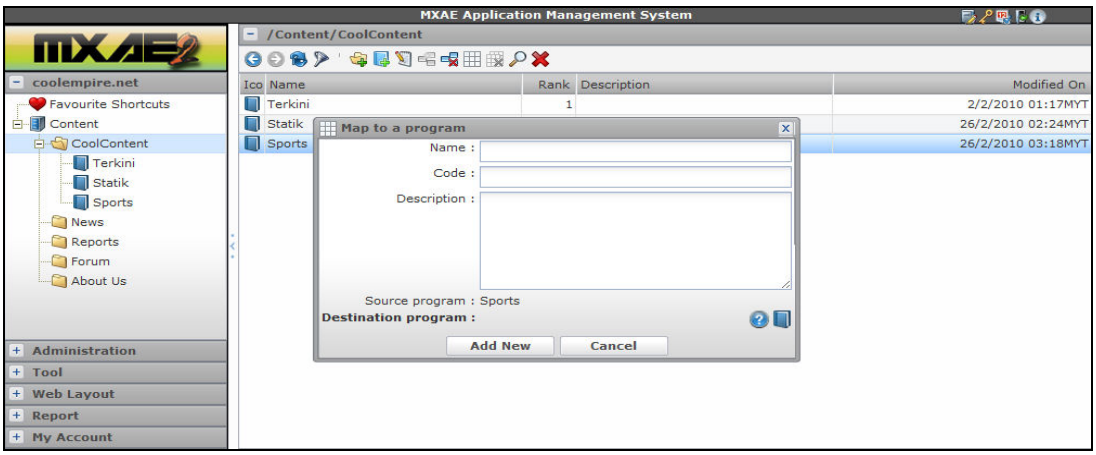


FIGURE 83: MAPPING ARTICLE TO PROGRAM

Fieldname	Additional Explanation and Tips
Name	Name of the Program map
Code	System will automatically create the code if you leave it blank
Description	Description of Program map
Source program	This name cannot be changed
Destination Program	Click to view all the existing Programs and choose which Program to map

4. Click **[Add New]** to assign the Program map to your article

16.14. How to Attach a Workflow

The purpose of assigning a workflow is to allow someone (normally, the Approver) to check the article before it is published on the website. You can set how many levels of approval are required depending on requirement and situation. Once you have assigned a workflow, the article must be approved by the specified approver. You may also want to have a back-up approver in cases of emergency. The article will be immediately published once the specified approver has approved the article.

To assign a workflow:

1. Go to: Content > Double-click Channel > Click **[Assign Workflow]**
2. A dialog box with the following fields will appear

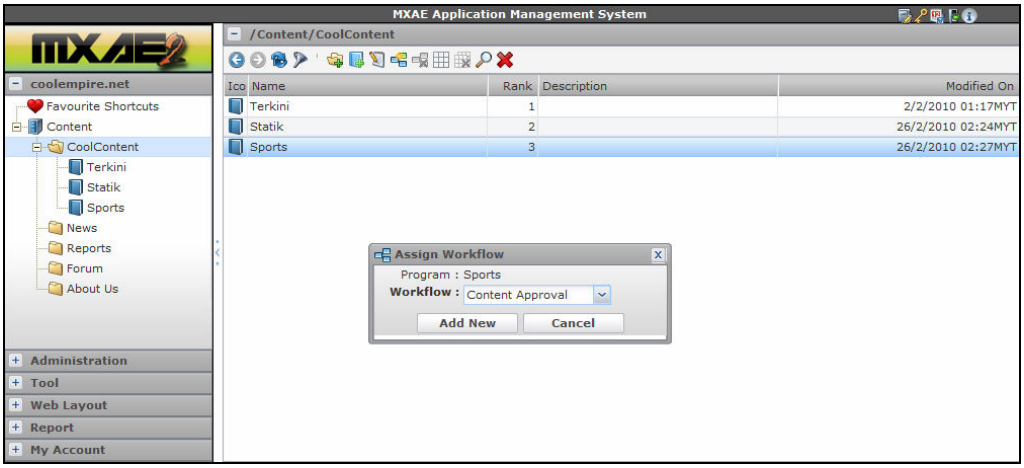


FIGURE 84: ATTACH WORKFLOW

3. Click **[Add New]** to store your workflow

You have to create the workflow before you can assign it and you have to set the workflow in the Program level.

16.15. How to Remove a Workflow

The purpose of removing a workflow is to let articles to be published immediately without any approval.

To remove a workflow:

1. Go to: Content > Double-click Channel > Click **[Unassign Workflow]**
2. A dialog box with the message to remove the workflow
3. Click **[OK]** to confirm your removal

Article listing will refresh and a workflow will no longer be attached to the Program. If you have unapproved articles in the Program, they will now be automatically approved and listed in the 'published' mode.

16.16. How to Save Article as Draft

This feature is to enable content uploader to plan and modify their article before publishing it. Draft article is an article that has not gone through any approval, schedule or publish process.

1. Go to: Content > Double-click Channel > Double-click Program
2. Click **[Add New Article]**
3. Insert the information > Click **[Save as Draft]**
4. The article will be displayed under 'Draft Articles', marked with this icon

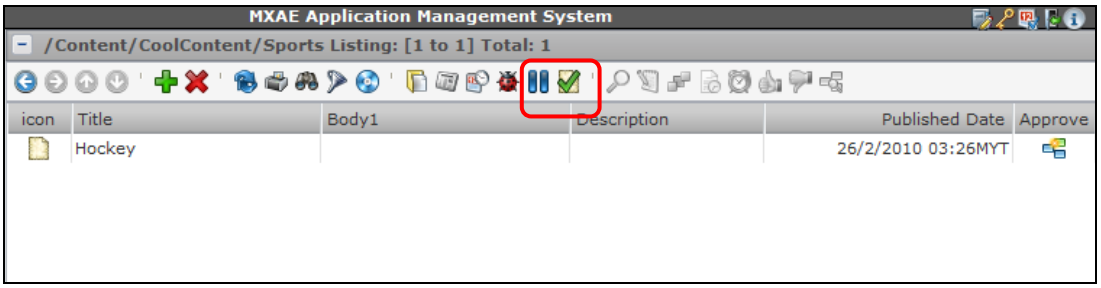


FIGURE 85: SAVE ARTICLES AS DRAFT

Article listing will refresh and list all articles in 'Show All Articles' mode. If an article which is in draft mode is edited and saved again as draft, the article will remain in Draft Article(s) mode but the changes are saved. If the article in draft mode is again edited but now the **[Save]** button is clicked, the article listing will refresh and the article will no longer be in Draft Article(s) mode. Depending on the properties set in Program, it will be submitted either for approval, scheduled or published.

16.17. How to View Article Details

The article details can be viewed in the list panel. To view the article details:

1. Go to: Content > Double-click Channel > Double-click Program
2. Select an article and right-click > Choose **[[filename] detail]**
3. Details for the selected article row will appear on the bottom view panel – view area

Or, you can simply double-click the article name. The view 'Article detail' slider will appear.

Article details tell you a lot about the article, its content uploader, time and date of publication, etc. So, if you need to have all these information, go check out the article details.

16.18. How to View Approval Log

1. Go to: Content > Double-click Channel > Double-click Program
2. Choose an article > Right-click > Choose **[Approval Log]**
3. A dialog box will appear with the information about: 'Date', 'User', 'Comment', 'Action'.
4. Close the dialog box to return to view panel.

This right-click function for **'View Approval Log'** will only appear if you set **[YES]** to Approval log radio button during program creation stage.

16.19. How to Add Article Threads

This function allows article to be created in multiple pages. This means that an article can have more than one page. This is especially useful when an article is very long. You can also use this feature for application that requires threaded content such as Forum.

To set article threads:

1. Go to: Content > Double-click Channel > Double-click Program
2. Choose and article > Click **[Add article to parent]**
3. Complete the necessary information like 'Title', etc.
4. Click **[Save]** to confirm article addition to parent
5. Click **[Save as Draft]** to store your added article as draft

Parent article = original article to be threaded. Normally a discussion threads or forum thread.

Right-click function will appear if you set **[YES]** to thread radio button during adding the program.

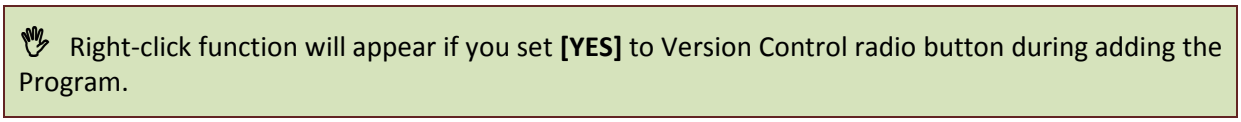
16.20. How to Set Version Control

This feature provides you with the "Version Control" and "Revert Article to this Version" function. It means that you can set the versioning of your article. You can track each time you modified the article. Again, you have to set it when you add new Program.

To set version Control:

1. Go to: Content > Double-click Channel > Double-click Program

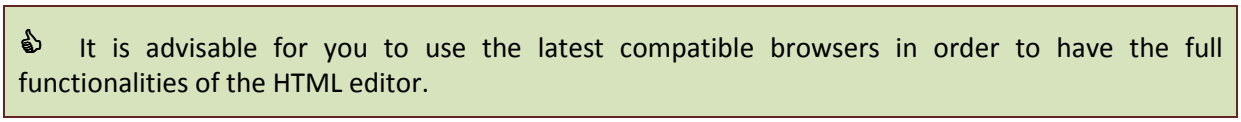
2. Click **[Version Control]**
3. A context menu will appear for the selected article version row
4. Click icon if you want the article to revert to its previous version.



16.21. How to Use HTML Editor

HTML Editor is a fully web-based WYSIWYG (what you see is what you get) text editor. The text editor is made available to you only if the Program you created is set to allow HTML tags.

For body and comments fields in standard formset or any multiple lines text field type in custom formsets, you have the choice to add properties to your article text as well as attaching other multimedia files to it. Adding properties to text would include bold, underline, font size, font type, colours, etc.


It is advisable for you to use the latest compatible browsers in order to have the full functionalities of the HTML editor.

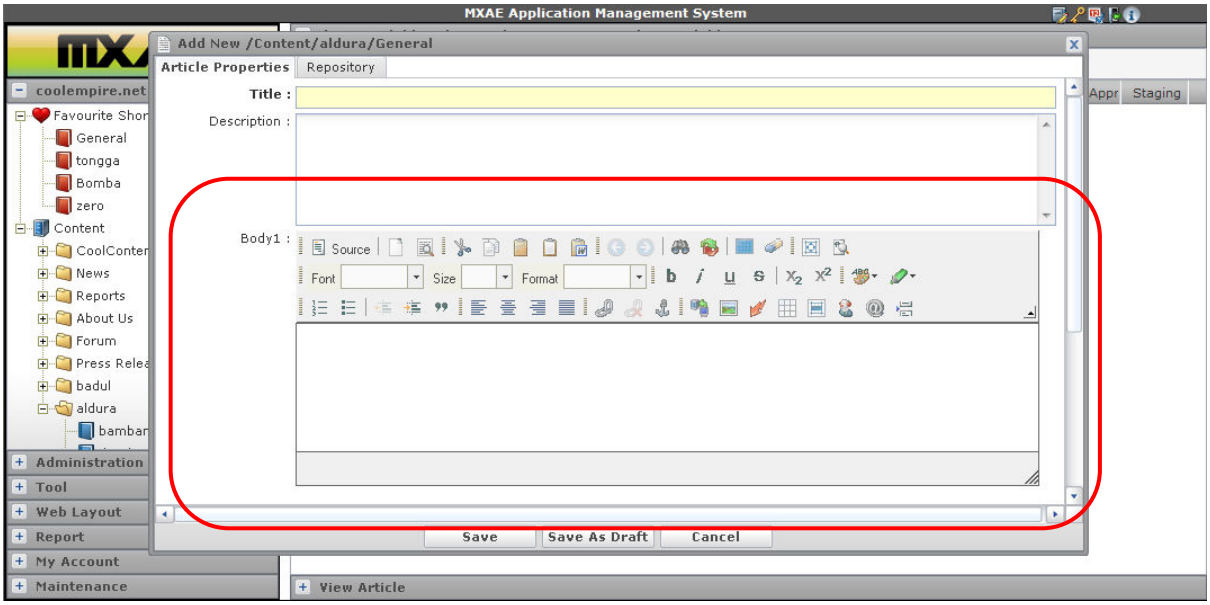
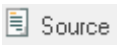


FIGURE 86: HTML EDITOR

The table below will detail out on the features in HTML Editor:

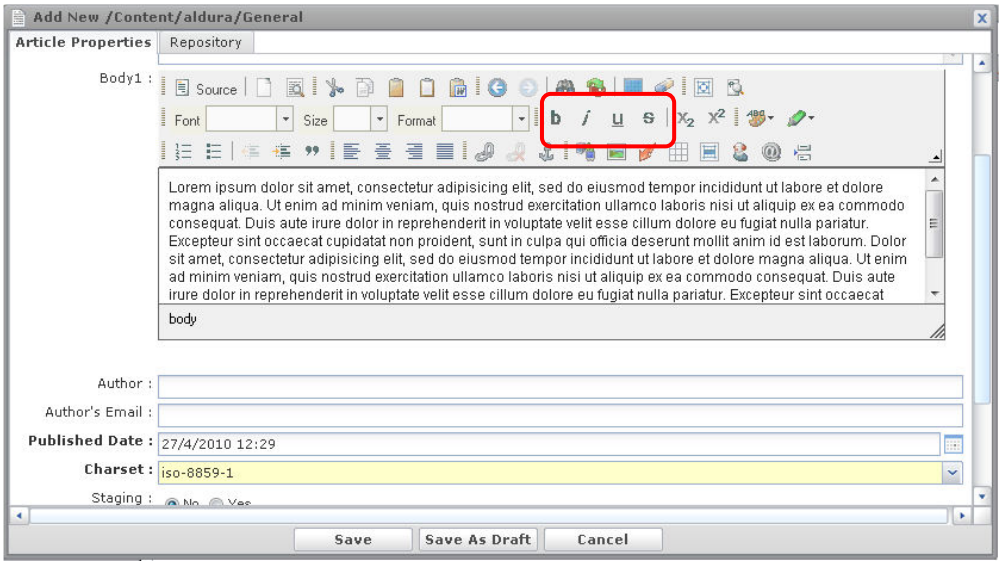
Row	Icons	Functions
First Row		Toggle HTML source
		Open a new page
		Preview a page
		Cut / Delete object
		Copy
		Paste
		Paste as plain text
		Paste from Word
		Undo
		Redo
		Find
		Replace
		Select All
		Remove format
		Maximise
		Show Blocks
Second Row		Font Name
		Font Size
		Format Paragraph
		Bold
		Italic
		Underline
		Strike Through

Row	Icons	Functions
		Subscript
		Superscript
		Text Colour
		Background Colour
Third Row		Insert/Remove Numbered List
		Insert/Remove Bulleted List
		Decrease Indent
		Increase Indent
		Blockquote
		Align Left
		Align Centre
		Align Right
		Block Justify
		Link
		Unlink
		Anchor
		Upload – Multiple images
		Insert Image file
		Insert Flash file
		Insert Table
		Insert Horizontal Line
		Insert Smiley
		Insert Special Character
		Insert Page Break for Printing

16.21.1. How to Use Text Formatting Functions

To use text formatting function:

1. Copy and Paste article into the HTML Editor. You can use formatting such as bold, italic, underline or strikethrough (, , ,):
2. The location of the command buttons are as in the screenshot below:


Add New /Content/aldura/General
Article Properties
Repository
Body1 :
Source
Font
Size
Format
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat
body
Author :
Author's Email :
Published Date :
27/4/2010 12:29
Charset :
iso-8859-1
Staging :
Save
Save As Draft
Cancel
FIGURE 87: TEXT FORMATTING FUNCTION

- When a selective text is highlighted and the is pressed, the selected text should look like this: **Lorem**
- When a selective text is highlighted and the is pressed, the selected text should look like this: *Lorem*
- When a selective text is highlighted and the is pressed, the selected text should look like this: Lorem
- When a selective text is highlighted and the is pressed, the selected text should look like this: ~~Lorem~~
- When all commands are selected, the selected text should look like this: ***~~Lorem~~***

16.21.2. How to Use Alignment Functions

To align your paragraph, you can use these commands , , , :

- To Align Left, use
- To Align Centre, use
- To Align Right, use
- To Align Justified, use

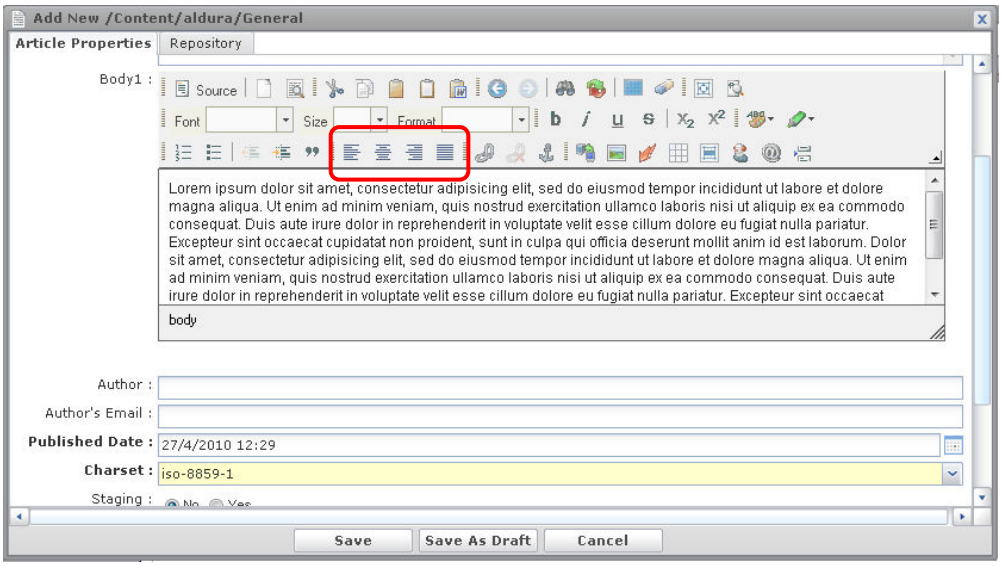

Add New /Content/aldura/General
Article Properties
Repository
Body1 :
Source
Font
Size
Format
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat
body
Author :
Author's Email :
Published Date :
27/4/2010 12:29
Charset :
iso-8859-1
Staging :
Save
Save As Draft
Cancel

FIGURE 88: TEXT ALIGNMENT FUNCTION

16.21.3. How to Use Bullet and Numbering Functions

To use bullets for your paragraph or text either the bullets in numerical form or symbol, the buttons used are or :

- When you press the bullets will be in numerical form e.g. 1, 2, 3 or i, ii, iii. It also can be formatted in alphabetical format e.g. A, B, C or a, b, c
- When you press the bullets will be in symbol/graphic format e.g. " • "

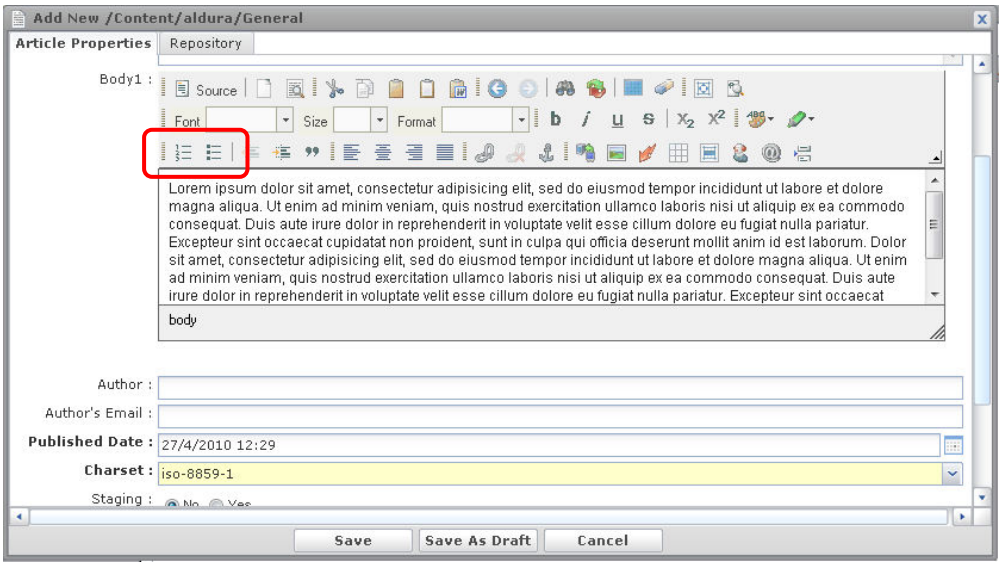

Add New /Content/aldura/General
Article Properties
Repository
Body1 :
Source
Font
Size
Format
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat
body
Author :
Author's Email :
Published Date :
27/4/2010 12:29
Charset :
iso-8859-1
Staging :
Save
Save As Draft
Cancel

FIGURE 89: BULLET & NUMBERING FUNCTIONS

16.21.4. How to Use Indent Functions

To indent texts or bullets, these functions can be used or :

- When is clicked, the paragraph will be indented left

- When is clicked, the paragraph will be indented right

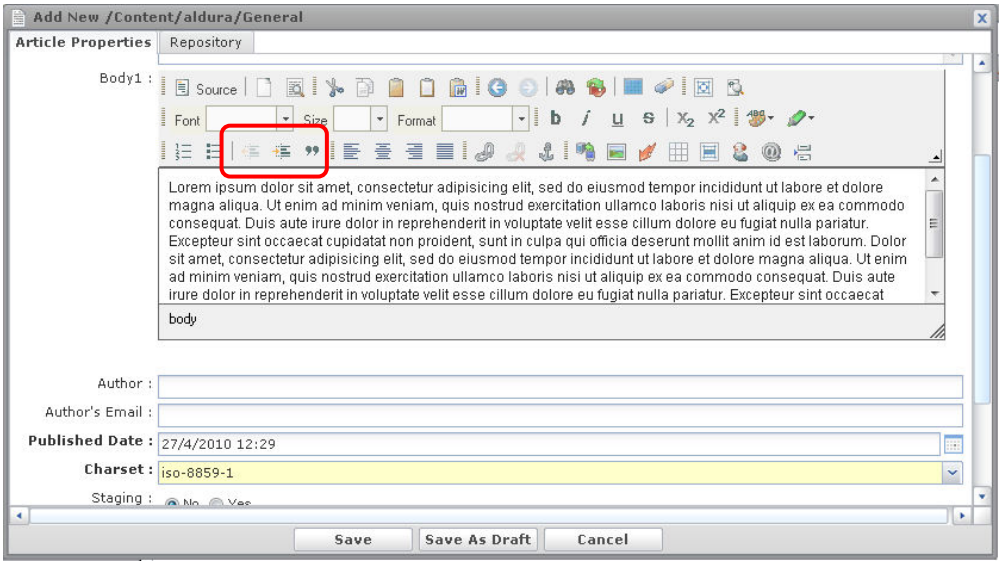

Add New /Content/aldura/General
Article Properties
Repository
Body1 :
Source
Font
Size
Format
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat
body
Author :
Author's Email :
Published Date :
27/4/2010 12:29
Charset :
iso-8859-1
Staging :
Save
Save As Draft
Cancel

FIGURE 90: INCREASE OR DECREASE INDENT

16.21.5. How to Use Text Functions

To format the text colour or background colour, as well as highlighting text, use these buttons and :

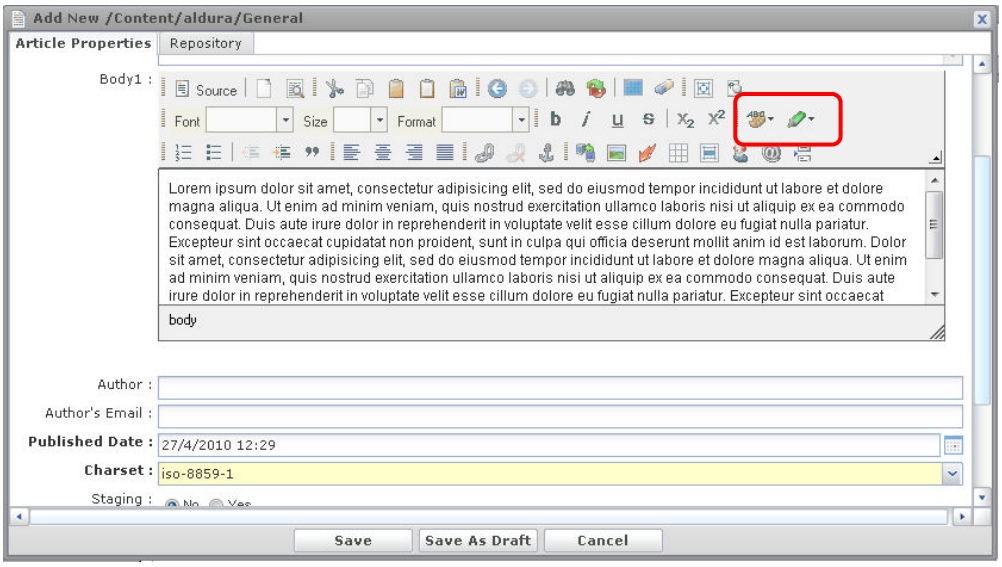

Add New /Content/aldura/General
Article Properties
Repository
Body1 :
Source
Font
Size
Format
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat
body
Author :
Author's Email :
Published Date :
27/4/2010 12:29
Charset :
iso-8859-1
Staging :
Save
Save As Draft
Cancel

FIGURE 91: TEXT FUNCTIONS

- To colour highlight a text, use the mouse to select text and press . The selected text will be highlighted accordingly based on the choice of colour, i.e. Lorem
- To change the font colour of the text, use the mouse to select text and press . The selected text will change accordingly based on the choice of colour, i.e. Lorem

16.21.6. How to Use Table Functions

You can use tables for tabular information. To use table:

1. Click the icon and the table properties box will appear. The dimensions of the table can be customised as per your needs.

2. Click **[OK]** to create a table in your article

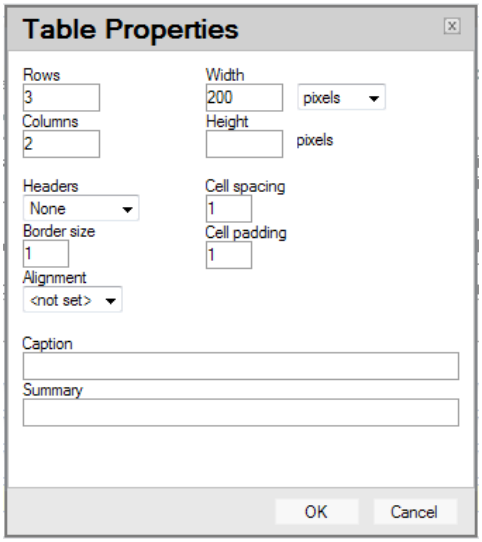
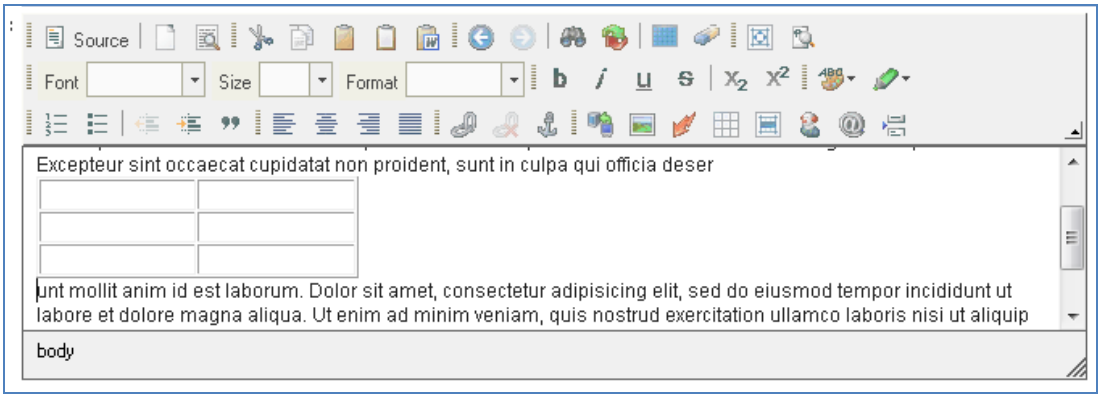


FIGURE 92: TABLE PROPERTIES


Source
Font
Size
Format
Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deser
unt mollit anim id est laborum. Dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip
body

Always create fresh tables when you are using the HTML Editor. A table copied from Word or Excel and pasted into the HTML Editor might not be displayed properly in your website. Unless you know how the edit the html properties of the table, it is better to create the table in the HTML Editor itself.

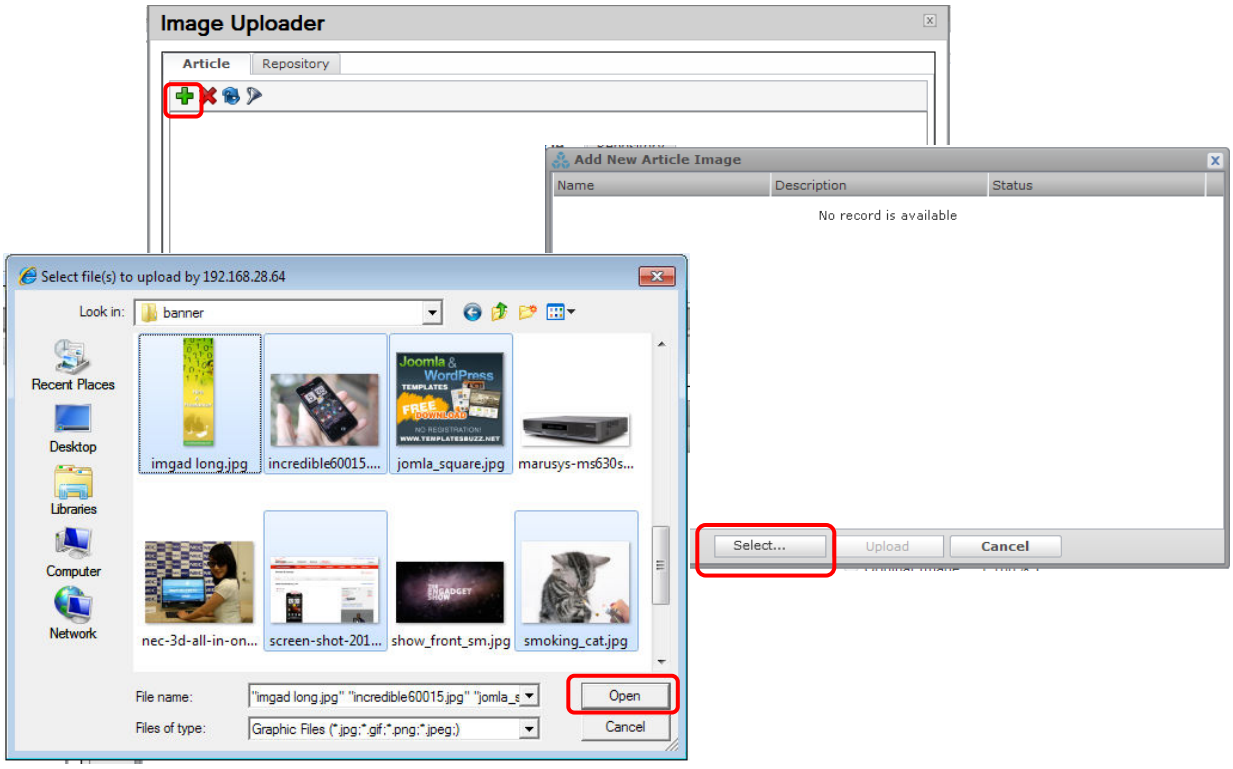
16.21.7. How to Insert Image in Article

When adding images to your article using HTML Editor, you can either use Repository image files and/or Article Image files. Article image files are stored in the article data itself. Image files stored in Repository are shared with other users and are normally reusable in your article. Company logos, product images and employee photos are some examples of image files stored in Repository. If you plan to use image files from the repository, you need to upload the files first to Repository before creating new articles.

Article image files on the other hand are stored together with the article and are normally related to the specific article. These images are not reusable and are only made available to users who have access to the article. Article images can be uploaded during the creation of article.

To add Article images :

1. Click at the HTML Editor and the Image Uploader window will appear



2. Click on the Repository Tab if you want to view and use the image files stored in Repository.

3. Click to add new article image and click **[Select]** to select file(s) from you local drives.

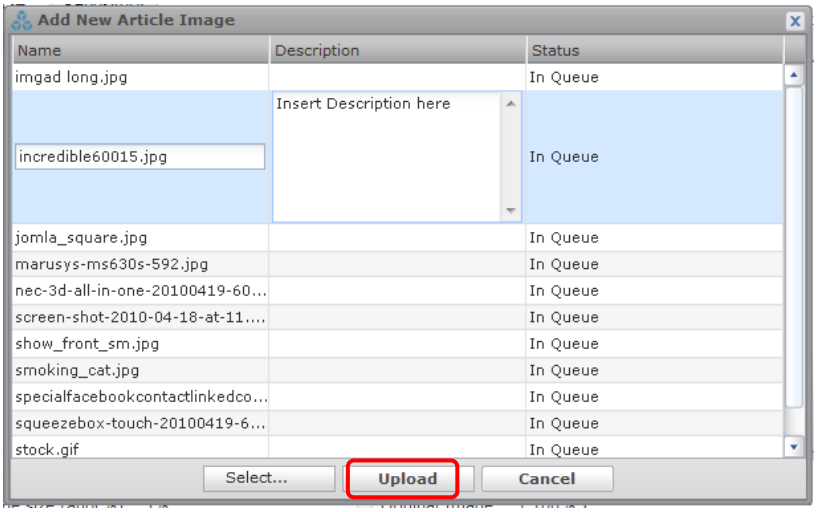
Use the **[Ctrl]** or **[Shift]** key in combination with your mouse click for selecting multiple files to be uploaded to the server.

4. Click **[Open]** to list all the selected file(s) before uploading them to server

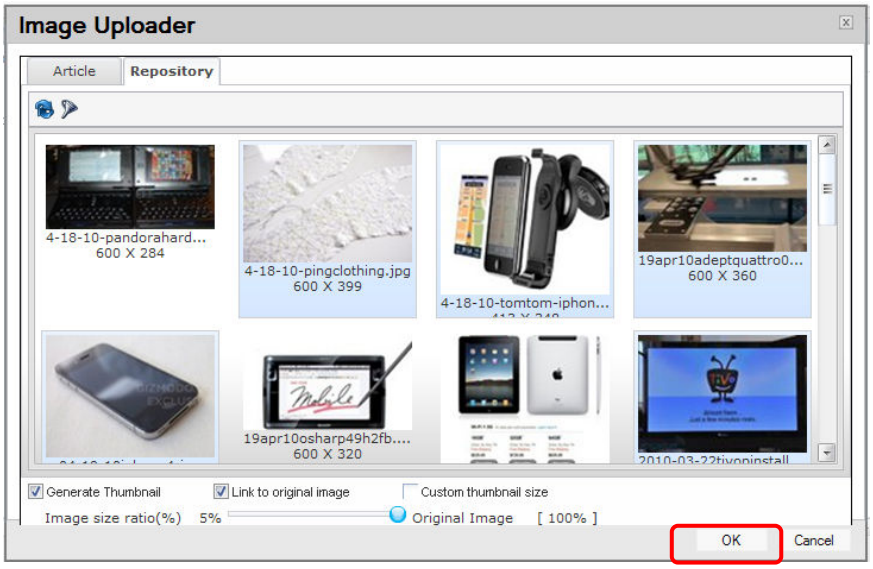
5. Use if you want to delete file(s) from the list before uploading them to the server.

6. Click or double-click the cell to edit or add Description to the list of files before uploading them to server

7. Click **[Upload]** to upload the files to server



8. Once uploaded, select the image file(s) that you want to attach to the article and click **[OK]**



Check "Generate Thumbnail" and use the Slider to control the image size ratio. You can also specify your own image dimension and choose to enable link to the original image.

Once you have inserted the image through HTML Editor, you can set the alignment or coordination of the image in the article anyway you like. Choose the image and Click (or right-click) to modify the image property.

16.22. How to Reject an Article

This function is for Content Approver and only works in a workflow environment. A content approver may reject an article. A rejected article will be sent back to its original content uploader to be amended. Once the content uploader has corrected the error in the article, the article can be passed back to the content approver for approval.

To reject an article:

1. Go to: My Account > Click Task List > Right-click article name > Click [**Reject [Article name]**]
2. Click [**OK]** to confirm rejection

16.23. How to Approve an Article

To approve an article, the content approver needs to:

1. Go to: My Account > Click Task List

   All articles pending your approval will be displayed in the Task List view panel

2. Click on the article title, and click **[Approve]** icon
3. Click **[OK]** to confirm your approval

> You may approve more than one article all at once by highlighting all the article titles pending your approval and then click the **[Approve]** icon.

PART FIVE: MANAGING WEBSITE

CHAPTER 17 MEMBERSHIP

In this chapter, you will:

- Learn about membership in MXAE
- Recognise membership tools and/or applications

17.1. Membership Function in MXAE

Membership function in MXAE allows you to add, edit and/or delete members of the website. In addition, you can approve, suspend or reject registered members.

🕮 Refer to **Chapter 3**, on the types of MXAE Users.

A user is someone who is responsible for the administration of the website or managing the content. They can access AMS. A member is a visitor of the website and most of the time is only responsible for his/her own content (i.e. Forum, Discussion Boards, etc.) and layout (if custom pages are allowed) of his/her pages in the website.

Membership in MXAE can be activated by two groups of users:

a) **Back End Users:** System Administrators or Super Root, Webmaster, Content Approvers and Content Uploaders. This user group maintains the entire website and is normally the one responsible to publish the content of the website to the internet.

   Rights and permissions can be custom-configured for the different members of this group to activate new members in performing their daily job, based on their job scopes.

   This group of users will have rights and permissions to activate any new membership request either from internal or public.

b) **Public Users:** Normally the Front End Users who have registered as members via the website. A certain member from the public user group can be identified and granted rights and permissions to activate new membership requests from Guest Users (not yet members) for specific applications i.e. Forum, Discussion Boards, etc. This user group will only be able to activate new membership requests from the public user only.

17.2. How to Get to Membership Function

1. Go to: Administration > Member
2. A Member Listing panel will be displayed on the right as below:

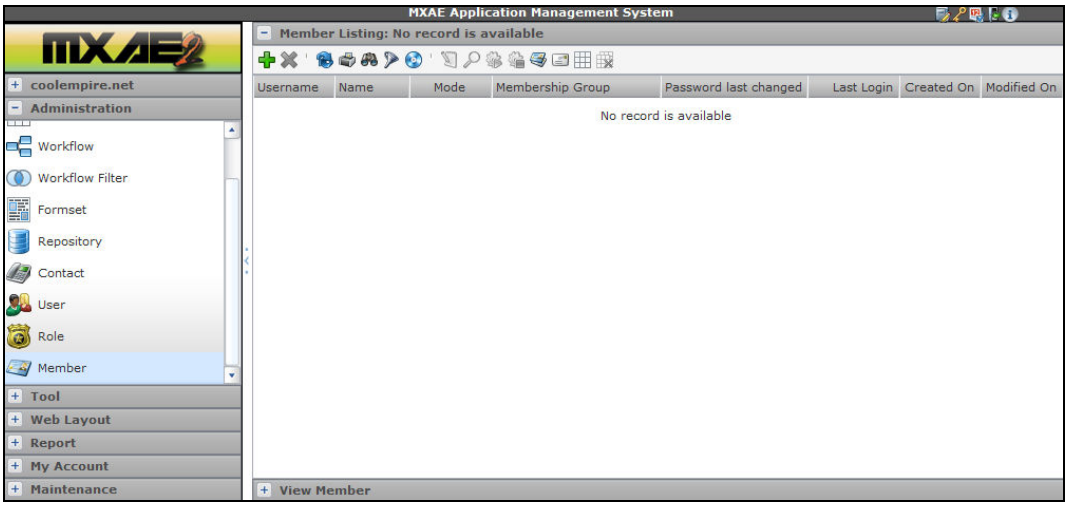


FIGURE 93: MEMBER LISTING

Below is the description of the functions on Member listing panel

Component	Function
Username	Username of the members.
Name	Full name of the members.
Mode	Status of the membership, example active, pending approval or suspended
Membership Group	Group the member belongs to
Password last changed	Date and time of last password change of the members
Last login	Date and time of last login of the members.
Created On	Date of user's membership is created
Modified On	Date of user's membership is last modified

17.3. How to Add Member

1. Go to: Administration > Member > Click **[Add Member]**
2. A dialog box with the following fields will appear:

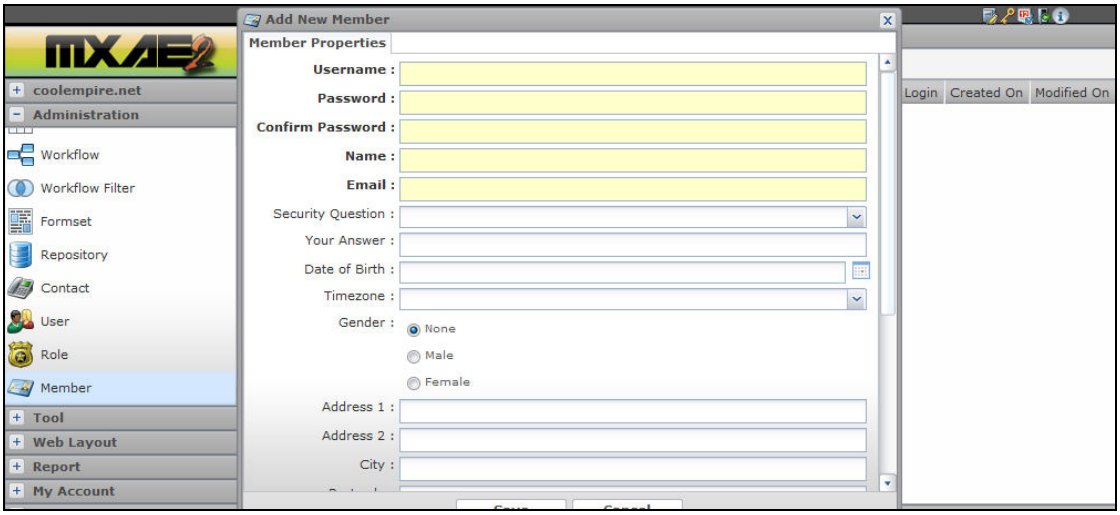


FIGURE 94: ADD NEW MEMBER

Below is the detail explanation of the 'Add Member' fields.

Tab Panel	Fieldname	Additional Explanation and Tips
Member information	Username	Member username or ID
	Password	Member password
	Confirm Password	Retype password
	Name	Member name
	Email	Member email
	Security Question	Select a security question. The question will be asked in case member lost password
	Your Answer	The answer to the security question
	Date of Birth	Member date of birth – select from calendar
	Timezone	Select timezone
	Gender	Option to choose gender None / Male / Female
	Address 1	Member address
	Address 2	-
	City	-
	Postcode	-
	State	-

	Country	Select country
	Mode	Pending Approval / Suspend / Active
Membership group information	Membership group	Select membership group the member will belong to

3. Click **[Save]** to store the new member

17.4. How to Refresh Member List

To refresh member's listing:

Go to: Administration > Member > Right-click **[Refresh]**

The member listing panel will refresh and will list out all members in the list panel

Or, you can simply go to: Administration > Member > Click **[Refresh]** icon

17.5. How to View Member Details

To view a member's details:

Go to: Administration > Member > Click [**[member name] detail]**

The member detail will be displayed on the view panel below the list of members

17.6. How to Edit Member Properties

To edit a member's properties:

1. Go to: Administration > Member
2. Select member name and right-click **[Edit [member name]]**
3. A dialog box will appear
4. Click **[Save]** to store your changes

17.7. How to Create a Copy From Existing Member

You can duplicate a member's details using 'Create Copy From' function; however, you need to create new username for the new member:

1. Go to: Administration > Member
2. Select member name and right-click **[Create Copy From]**

3. A dialog box will appear. Complete the information required. However, you need to enter new username, password and confirm password

4. Click **[Save]** to store your copy

The member listing panel will refresh and a new copy of member will be created.

17.8. How to Search Member

You can search member using 'Member Advanced Find' function:

1. Go to: Administration > Member > Click **[Advanced Find]** icon

2. A dialog box will appear with select options on the Advanced Find information tab:

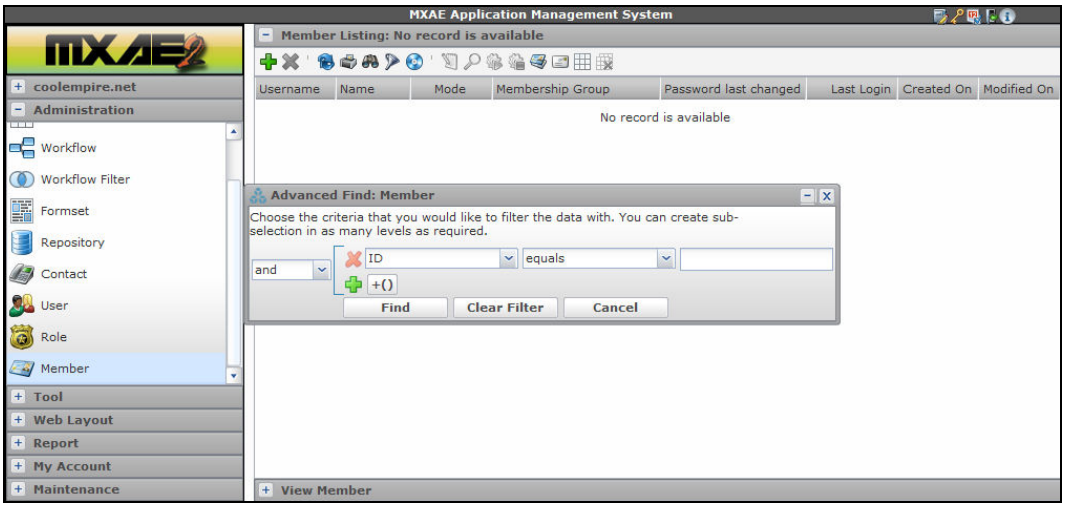
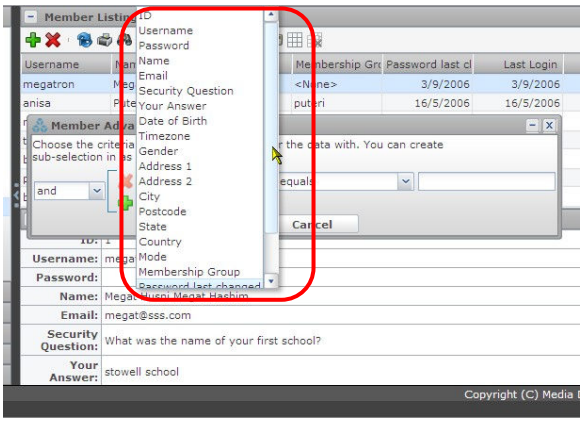
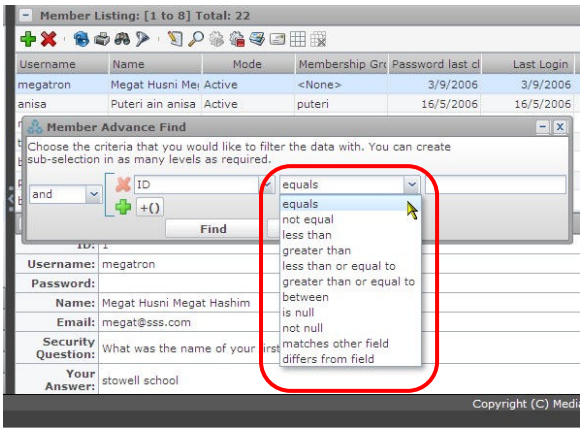


FIGURE 95: MEMBER ADVANCE FIND

Test on different combination of Find variables for this function.

Listing of articles for Advanced Find according to the variables set for the Advanced Find is explained in the table below:

Tab panel	Fieldname	Additional Explanation and Tips
Advanced Find Information	Fieldset	 Select from drop down menu
	Condition	 Select from drop-down menu
	Value	Fill in the value i.e. keywords, numbers
	AND or OR or NOT	Set the condition with AND or OR or NOT
		Add new condition / criteria / clause
		Add new sub-condition / sub-criteria / sub-clause

3. Click **[Find]** to proceed searching, **[Cancel]** to cancel searching or **[Clear Filter]** to clear the selection

17.9. How to Export Member

To export the member information to different format:

1. Go to: Administration > Member > Click **[Export]**

2. A dialog box with the following fields will appear:

Tab panel	Fieldname	Additional Explanation and Tips
Export Member	Export format	Select from the drop down menu the format you wish to export: ▪ CSV format with "," (comma) as separator ▪ CSV format with "," (tab key) as separator ▪ CVS format with ";" "(semi-colon) as separator ▪ XML
	Save as	Save into your local disk. Choose between plain text or zip file

3. Click **[Export]**. A File download pop up window will appear
4. Click **[Save]**. A pop up window will appear for you to specify filename. You need to specify the filename.

The export member file will be saved.

17.10. How to Map Member to Another Program

The purpose of this function is to map and expand member data to another Program. To map member's profile to a Program:

1. Go to: Administration > Member > Click **[Map to a Program]** icon
2. A dialog box with the following fields will appear. You need to select the destination Program

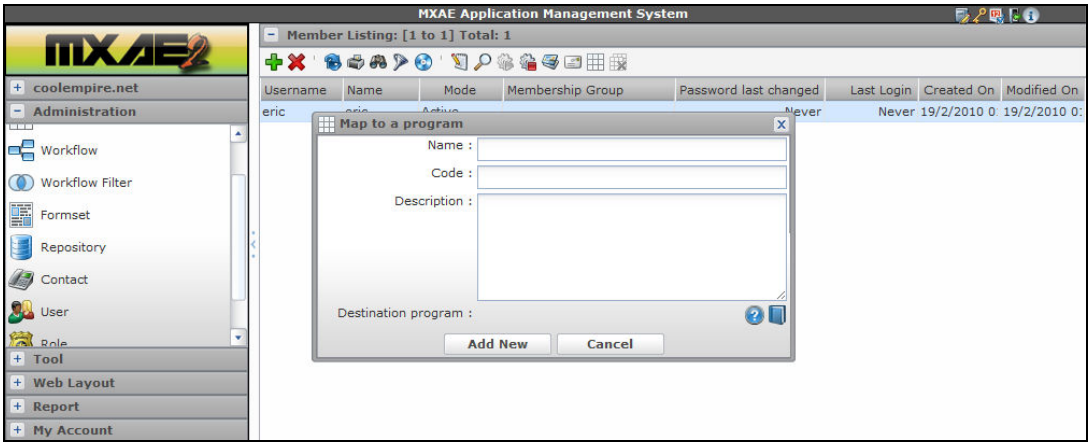


FIGURE 96: ATTACH PROGRAM MAP

3. Click **[Add New]** to map this user to the Program

17.11. How to Activate Member

To activate a member:

Go to: Administration > Member > Right-click at the member's name > Click **[Activate]**

Open up the page URL where you can log on to the site using this active member username. System will allow this active member to log on to the page to indicate the member is now an 'Active' member.

17.12. How to Suspend Member

To suspend a member's membership:

1. Go to: Administration > Member
2. Right-click on Member's name > Click **[Suspend]**
3. Click **[OK]** to suspend, **[Cancel]** to leave the member active

You can test by opening up the page URL where you can log on to the site using this suspended member username. System will NOT allow this suspended member to log on to the page.

17.13. How to Reset Member Password

To reset a member's password:

1. Go to: Administration > Member
2. Right-click **[Reset Password[member name]]**
3. A dialog box will appear. Enter new password and confirm the password

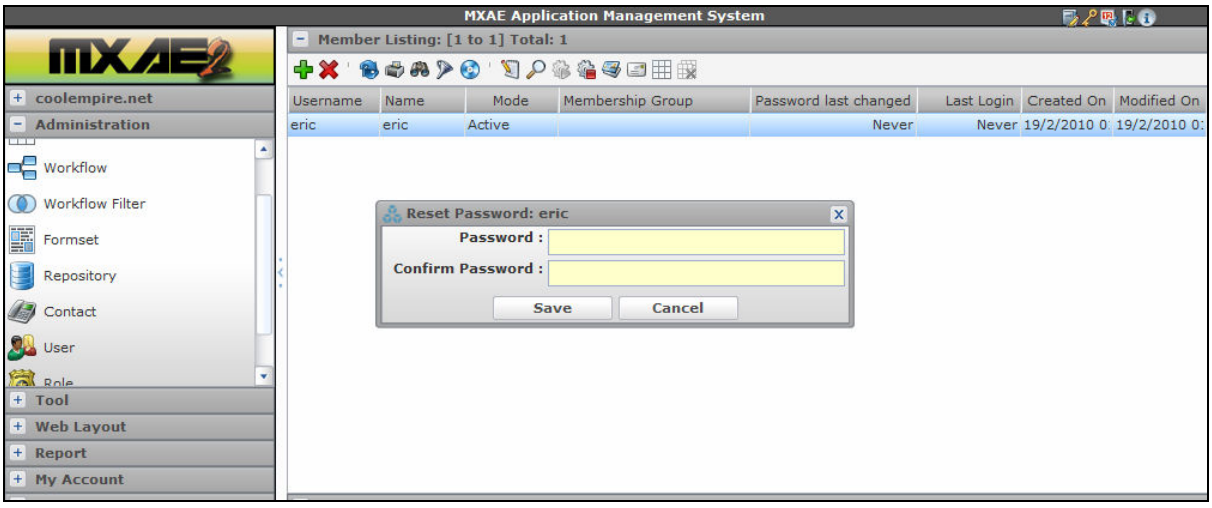


FIGURE 97: RESET PASSWORD

4. Click **[Save]** to confirm the new password

17.14. Membership Group

You can group the members of your website into categories. Instead of having one common group for all website members, MXAE allows you to create unlimited groups. Each group can have access to different content or even different templates of your website.

For example, you can categorize the members of your website (let's say your website is an Intranet) into specific departments such as Department of Finance, Department of IT, etc.

MXAE allows you can assign a member to a multiple membership groups

17.14.1. How to Add New Membership Group

1. Go to: Administration > Member
2. Click **[Member Group]** icon
3. A dialog box will pop up

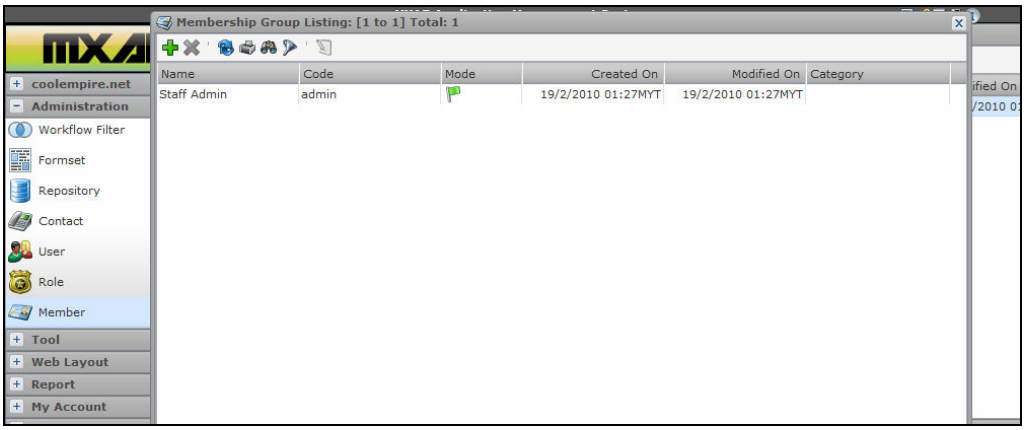


FIGURE 98: ADD NEW MEMBERSHIP GROUP

Below is the description of the 'Member Group Listing' panel.

Component	Function
Name	Name of the membership group.
Code	Code of the membership group.
Mode	Status of the membership group - active, suspended.
Created on	Date and time the membership group was created.
Modified on	Date and time the membership group was modified.
Category	Category of the membership group

4. Click **[Add Member Group]** icon. A pop up dialog box will appear
5. Complete the details of the new member group
6. Click **[Save]** after completing the fields
7. The new Member Group will be displayed on the screen
8. Click **[X]** to close the pop up dialog box and return to the view panel

17.14.2. How to Group Members into Membership Groups

To group members according to specific Membership Group:

1. Go to: Administration > Members
2. Right click **[Edit [member name]]**
3. A dialog box will appear

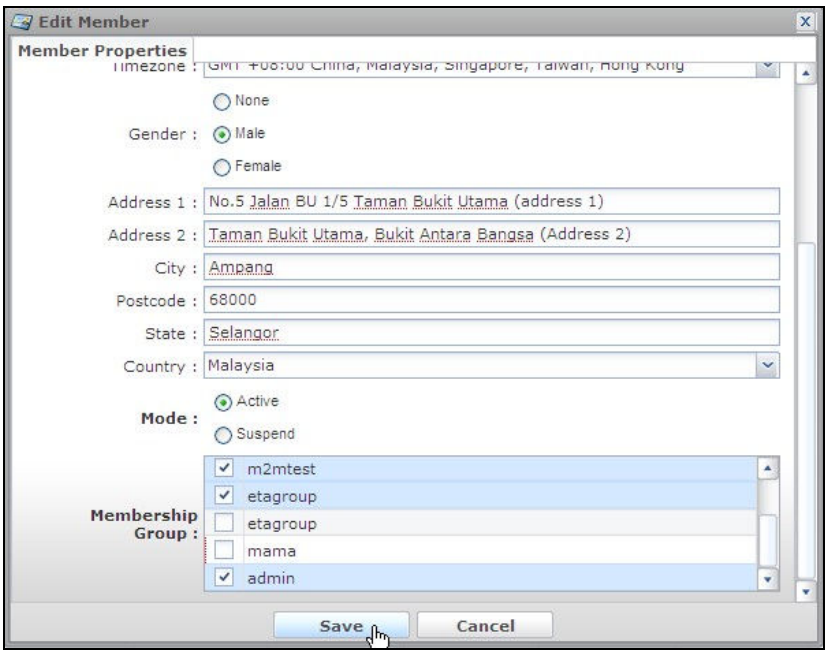


FIGURE 99: PUTTING MEMBERS INTO MEMBERSHIP GROUPS

4. Click the check box(es) at the group that the member belongs to
5. Click **[Save]** to store your changes

17.14.3. How to View Member's Membership Group Details

Go to: Administration > Members > Click **[View [Member name]]**

Details for the selected member's Membership Group will appear at the bottom of view panel.

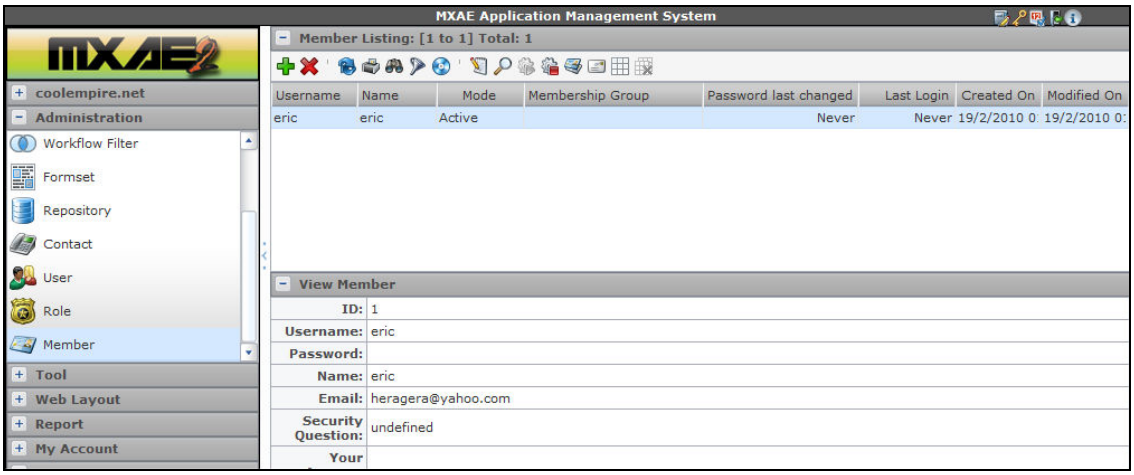


FIGURE 100: MEMBERS' MEMBERSHIP GROUP DETAILS

17.14.4. How to Edit Member's Membership Group

1. Go to: Administration > Members
2. Right-click member name **[Edit [member name]]**
3. A dialog box will appear. Find Membership Group fields
4. Uncheck box(es) which are not relevant. Check box(es) relevant to the member
5. Click **[Save]** to store your changes

17.14.5. How to Copy Membership Group

You can create a new membership group by replicating an existing group.

1. Go to: Administration > Members
2. Click to open Membership Group
3. Right-click membership group name > Click **[Create Copy From [membership group]]**

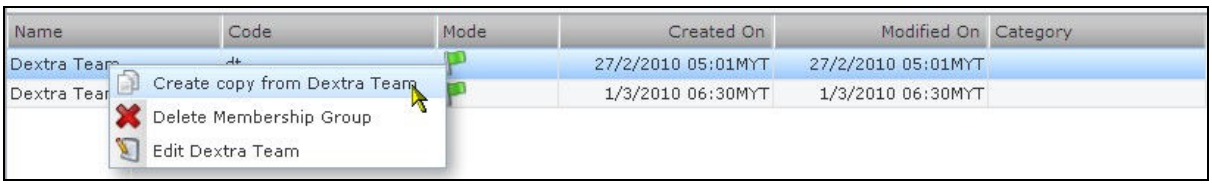


FIGURE 101: CREATE COPY FROM MEMBERSHIP GROUP

4. A dialog box will appear
5. Rename the membership group and its code
6. Click **[Save]**

17.14.6. How to Delete Membership Group

1. Go to: Administration > Members
2. Click to open Membership Group
3. Select the group you wish to delete and click **[Delete]** or you can right-click on the group name and click **[Delete]**

CHAPTER 18 MAIL TO MEMBERS

In this chapter, you will:

- Learn about mailing to members
- Learn how to manage mail to members

18.1. Mail to Members Function

You can send email to specific group of members by using this function. This is especially useful to send your announcements or newsletters to the members of your website.

18.2. How to get to 'Mail to Member' Function

1. Go to: Administration > Member > Click **[Mail to Member]**
2. A dialog box will pop up:

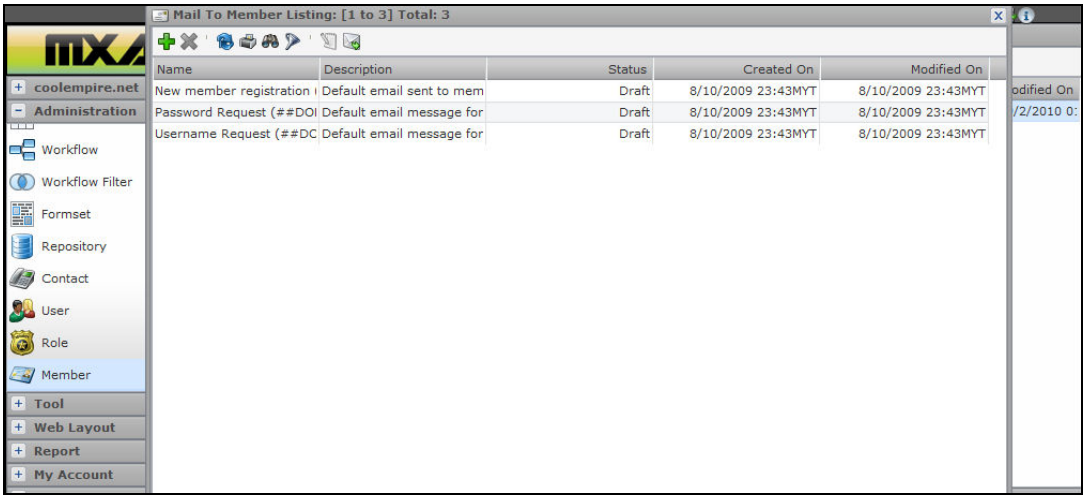


FIGURE 102: MAIL TO MEMBER FUNCTION

Below is the description of the default 'Mail to member Listing' view panel:

Column	Description
Name	Name of mail
Description	Description of mail
Status	Status of mail – completed / draft
Sent	Date & time when it was sent
Created On	Date & time when it first created
Modified On	Date & time when it last edited

You may customise the columns by checking the options according to the screenshot shown below:

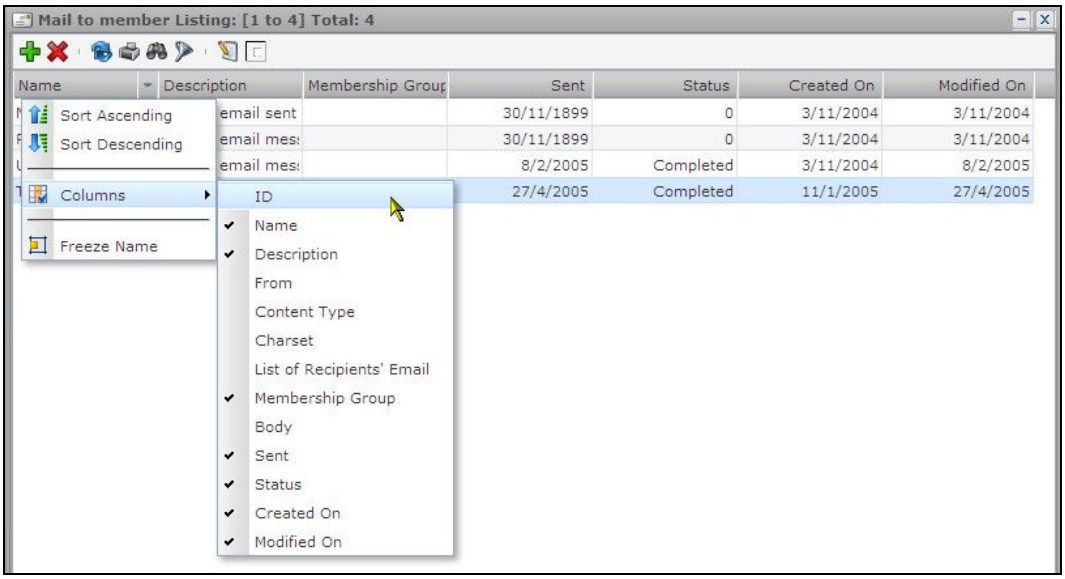


FIGURE 103: CUSTOMISE MAIL TO MEMBER LISTING

18.3. How to Create / Add Mail to Member

1. Go to: Administration > Member > Click **[Mail to Member]**
2. A dialog box will pop up. Click **[Add Mail to member]**
3. An 'Add Mail to member Listing' dialog box will pop up:

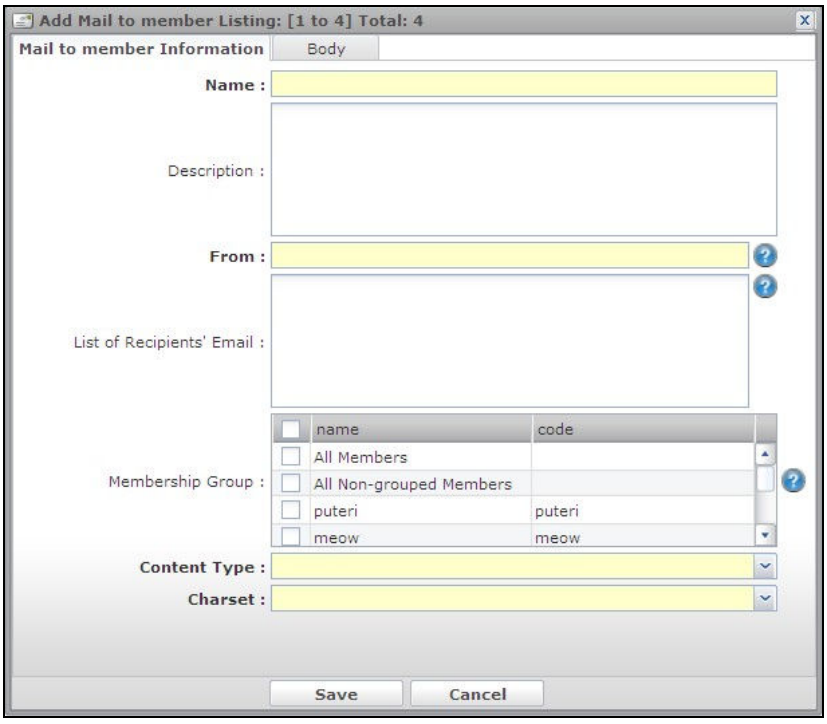


FIGURE 104: CREATE MAIL TO MEMBER

Below is the detail explanation of the 'Add Mail to Member' fields:

Tab Panel	Fieldname	Additional Explanation and Tips
Mail to Member Information	Name	Name of the email
	Description	Description of the email
	From	Your email address / webmaster email address
	List of Recipient's Email	List of members that will receive the email
	Membership Group	List of membership group. To choose the membership group, tick at the checkbox.
	Content Type	Choose between Text and HTML.
	Charset	Character set of the email. Please refer to **Chapter 10.1: How to Create a Channel** for the definition for each of charsets
Body	Body	Insert the body of the email.

4. Complete the information required in 'Mail to member Information' and 'Body' tabs
5. Click **[Save]** to store your new mail to member

You may include HTML tagging in the Body tab.

18.4. How to Refresh Mail to Member List

Go to: Administration > Member > Mail to member Listing > Click **[Refresh]** icon

Mail to Member listing panel will refresh and will list out all Mails to Members.

18.5. How to View/Edit Mail to Member Details

1. Go to: Administration > Member > Mail to member Listing
2. Right-click **[Edit [mail name]]**
3. A dialog box will pop up. You may view the details of the mail to member, edit or add new information
4. Click **[Save]** to store your changes, **[Cancel]** to quit from the editing mode and leave the mail to member information unchanged

18.6. How to Copy Mail to Member

1. Go to: Administration > Member
2. Click **[Mail to Member Listing]**
3. Right click at the selected Mail to Member and select **[Create Copy From [mail name]]**
4. The same dialog box as Create Mail to Member will appear (Refer to **Create Mail to Member** table for the details). The fields are already filled up according to the selected Mail to Member
5. Click **[Save]** to store your changes

18.7. How to Send Mail to Member Groups

1. Go to: Administration > Member
2. Click **[Mail to Member Listing]**
3. Click at the selected Mail to Member and then click **[Send [mail name] Now].** A dialog box will pop up
4. Click **[OK]**
5. The mail will be sent to every member in the mailing list

Each member will receive an email message from the pre-determined sender. The 'Body of the email' can contain your messages with the ##TAG## (Refer to the available tags in the dialog box). Tag examples include ##USERNAME##, ##NAME##, ##EMAIL##, etc.

18.8. How to Delete Mail to Member

1. Go to: Administration > Member
2. Click **[Mail to Member Listing]**
3. Right-click at the selected Mail to Member and then click **[Delete Mail to member]**
4. User will be prompted with confirmation dialog box before delete.
5. Click **[YES]** to confirm deletion or **[NO]** to cancel

CHAPTER 19 BAN MEMBERS' POSTING

In this chapter, you will:

- Learn how to ban members' postings in your website
- Learn how to manage ban members' posting functions

19.1. Ban Members' Posting Function

This section is to set the list of members whose postings are banned from your website by setting their IP or member (username). The purpose of ban posting function is to prohibit the member(s) or users using specific IP(s) from posting on the website or some selected Programs in the website.

This function is useful if you need to ban certain members or IPs from posting to your website or certain Programs in your website.

19.2. How to Get to Ban Posting List

1. Go to: Tool > Click **[Ban Posting List]**
2. You will get this screen:

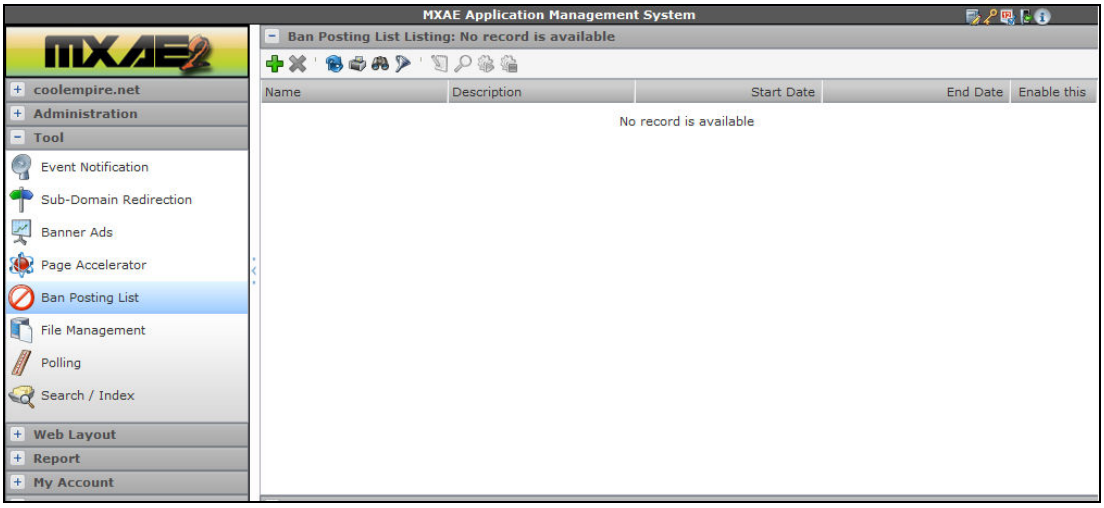


FIGURE 105: BAN POSTING LIST

Below is the description of the Ban Posting listing panel:

Column	Description
Name	Name of ban posting list
Description	Description of ban posting list or

Column	Description
Start Date	Start date of ban posting list
End Date	End date for ban posting list
Enable this	Activate or Suspend

19.3. How to Add New Ban Posting List

1. Go to: Tool > Ban Posting List > Click **[Add New Ban Posting List]**
2. A dialog box with the following fields will appear:

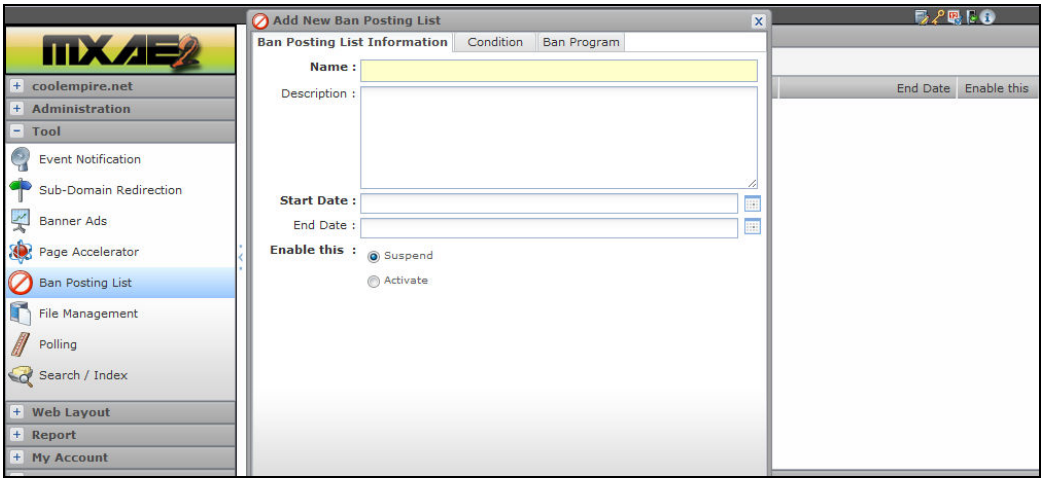


FIGURE 106: CREATE BAN POSTING LIST

3. Click each tab to complete the information required
4. Click **[Save]** to store your new Ban Posting List

The details of each Tab Panels are explained in the table below:

Tab Panel	Fieldname	Additional Explanation and Tips
Ban Posting List Information	Name	Name for the ban posting list
	Description	Description of ban posting list
	Start Date	Set the start date of the ban
	End Date	Leave End date blank for never expire.
	Enable This	Choose Active or Suspend
Conditions	Member	One member's username per line, wildcard '*' and '?' is allowed
	List of IPs	One IP per line, wildcard '*' and '?' is

Tab Panel	Fieldname	Additional Explanation and Tips
		allowed
Ban program	Ban From	Two options: • Entire website • Selected Programs

19.4. How to Refresh Ban Posting List

Go to: Tool > Ban Posting List > Click **[Refresh]**

Ban Posting List listing panel will refresh and will list out all Ban Posting Lists.

19.5. How to View Ban Posting List Details

Go to: Tool > Ban Posting List > Click **[View]**

Details for the selected Ban Posting List row will appear on the bottom view panel – view area.

19.6. How to Edit Ban Posting List

1. Go to: Tool > Ban Posting List
2. Right-click Ban Posting name > Click **[Edit [Ban Posting List name]]**
3. A dialog box will appear
4. Click each tab to complete the information required
5. Click **[Save]** to store your new Ban Posting List

19.7. How to Copy Ban Posting List

1. Go to: Tool > Ban Posting List
2. Right click Ban Posting name and then click **[Create copy from [Ban Posting List name]]**
3. A dialog box will appear
4. Click each tab to complete the information required
5. Click **[Save]** to store your new Ban Posting List

19.8. How to Activate Ban Posting List

1. Go to: Tool > Ban Posting List
2. Right-click Ban Posting name and then click **[Activate [Ban Posting List name]]**
3. A confirmation box will appear
4. Click **[OK]** to confirm your activation of this Ban Posting List

19.9. How to Suspend Ban Posting List

1. Go to: Tool > Ban Posting List
2. Right-click Ban Posting name and then click **[Suspend [Ban Posting List name]]**
3. A confirmation box appears
4. Click **[OK]** to confirm your suspension of this Ban Posting List

19.10. How to Delete Ban Posting List

1. Go to: Tool > Ban Posting List
2. Right-click Ban Posting name and then click **[Delete [Ban Posting List name]]**
3. A confirmation box appears
4. Click **[YES]** to confirm your deletion

CHAPTER 20 SUB-DOMAIN REDIRECTION

In this chapter, you will:

- Learn how to create a sub-domain in your current domain
- Learn how to manage your website sub-domain's redirection

20.1. What is Sub-Domain Redirection

This section is to create sub-domain into the current domain. This is to handle redirection of second level domain names. Second level domain can simplify user accessing website pages.

For example:

http://forum.mysite.com is created and redirected to:

http://www.mysite.com/index.php?ch=forum&pg=business

20.2. How to Get to Sub-Domain Redirection

1. Go to: Tool > **[Sub-Domain Redirection]**

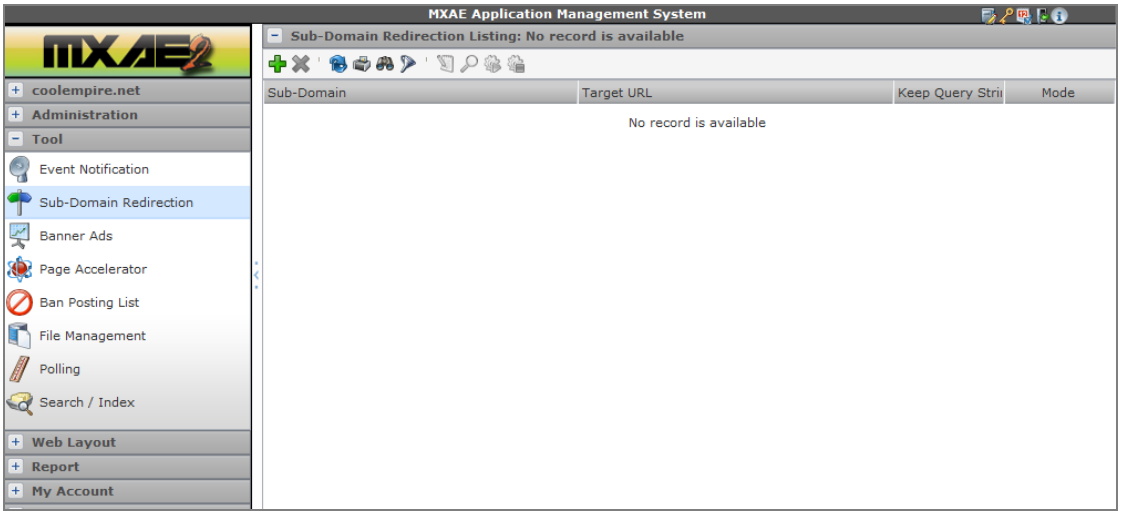


FIGURE 107: SUB-DOMAIN REDIRECTION

Below is the description of the Sub-domain Redirection listing panel

Column	Description
Sub-Domain	Sub-Domain name
Target URL	Address link for target URL
Keep Query String	-

Column	Description
Mode	Sub-Domain mode - active or suspend
Created On	Date & time when it first created
Modified On	Date & time when it last edited

20.3. How to Add New Sub-Domain Redirection

1. Go to: Tool > Sub-Domain Redirection > Click [**Add Sub-Domain Redirection**]

A dialog box with the following fields will appear:

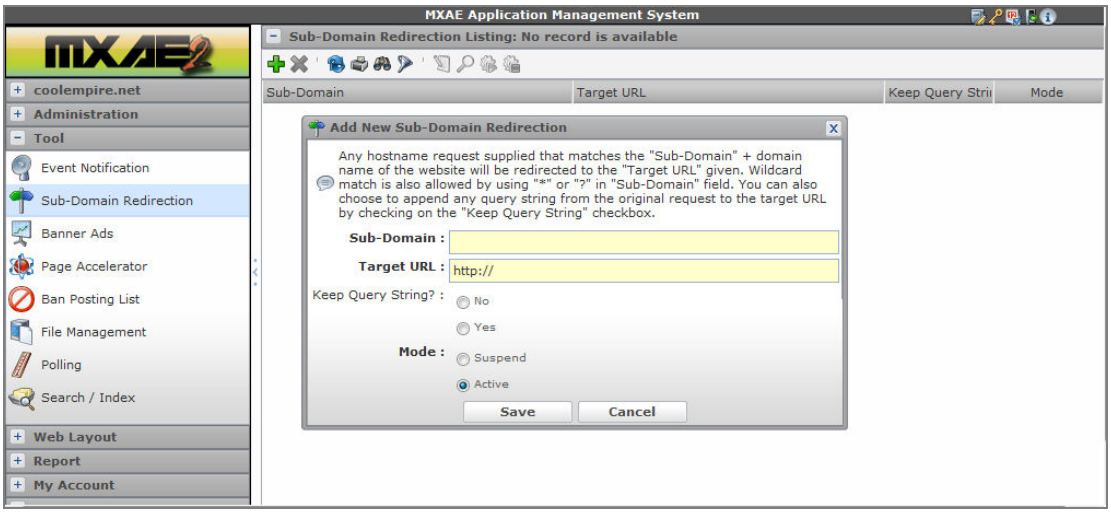


FIGURE 108: ADD SUB-DOMAIN REDIRECTION

2. Complete the necessary information
3. Click **[Save]** to store your new sub-domain redirection

This table explains the details in Add a Sub-Domain Redirection pop up dialog box:

Tab Panel	Fieldname	Additional Explanation and Tips
Sub domain redirection information	Sub domain	Fill up all the Sub-domain (only sub domain name). If the full sub domain is **forum.mysite.com**, insert only **forum** at this field
	Target URL	Fill up all the target URL
	Keep query string?	Set Query String option as YES or NO. In most cases, the Query string is set to NO. However, you can set it to YES if you wish to append any query string input by user after the redirection address.
	Mode	Set the Mode to Active

Try out the new Sub-Domain Redirection by opening the Sub-Domain URL. The Sub-Domain Address will be redirected to the 'pre-configured' Target URL.

20.4. How to Refresh Sub-Domain Redirection Listing

Go to: Tool > Sub-Domain Redirection > Click **[Refresh]**

Sub-Domain Redirection listing panel will refresh and will list out all Sub-Domain Redirection rows.

20.5. How to View Sub-Domain Redirection Details

Go to: Tool > Sub-Domain Redirection > Click **[View]**

Details for the selected Sub-Domain Redirection row will appear on the bottom view panel – view area.

20.6. How to Edit Sub-Domain Redirection

1. Go to: Tool > Sub-Domain Redirection > Click **[Edit [sub-direction name]]**
2. A dialog box similar like Add New Sub-Domain Redirection table will appear
3. Complete or edit the information
4. Click **[Save]** to store your changes

20.7. How to Copy a Sub-Domain Redirection

1. Go to: Tool > Sub-Domain Redirection > Click **[Create Copy From [sub-direction name]]**
2. A dialog box similar to Add New Sub-Domain Redirection table will appear
3. Complete the necessary information
4. Click **[Save]**

20.8. How to Delete Sub-Domain Redirection

1. Go to: Tool > Sub-Domain Redirection > Click **[Delete [sub-direction name]]**
2. A confirmation box will appear to confirm deletion
3. Click **[OK]** to confirm deletion

20.9. How to Activate Sub-Domain Redirection

1. Go to: Tool > Right click Sub-Domain Redirection name > Click **[Activate [Redirection name]]**
2. A confirmation box will appear to confirm the activation
3. Click **[YES]** to confirm activation

20.10. How to Suspend Sub-Domain Redirection

1. Go to: Tool > Right click Sub-Domain Redirection name > Click **[Suspend [Redirection name]]**
2. A confirmation box will appear to confirm the suspension
3. Click **[YES]** to confirm suspension

CHAPTER 21 PAGE ACCELERATOR

In this chapter, you will:

- Learn about Page Accelerator and its features
- Learn how to set Page Accelerator

21.1. What is Page Accelerator

Websites that are created on MXAE builds textual or graphical content based on information taken from a database or from interaction with users. Templates dynamically pull content from database and webpages are then created on the fly. At some point, as traffic to the website grows, the hardware setup may no longer be able to cope with the increasing traffic. Other than investing on upgrading the hardware and scale them up to match the growing traffic, MXAE Page Accelerator provides an alternative way of increasing website performance.

Page Accelerator is related to cache. All cached pages can now be reset from the AMS where cache expiration can be specified in seconds.

Page Accelerator employs server side caching technology where pages are pre-built and stored in a temporary file on the server memory. These files can be set to perform updates at specified intervals. As website audience will access the pre-built pages, implementing Page Accelerator may result in minimising hardware processing resources and at the same time provide audience with faster surfing experience.

Cache level option now also supports Article data, repository, Banner ads and Graphs. It now supports selective caching at the tagging level (listing and template level). This feature keeps track of system user activities once their login into the AMS.

21.2. How to View Page Accelerator

At the Tools menu bar, click on **[Page Accelerator]**

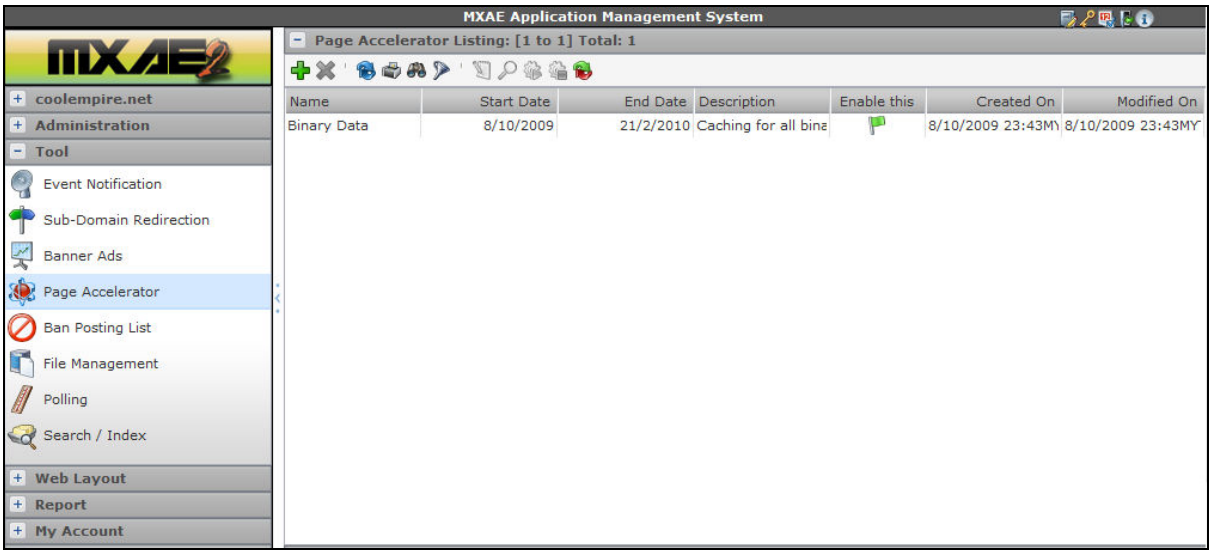


FIGURE 109: VIEW PAGE ACCELERATORS

The details of the Page Accelerator Listing are explained in the table below:

Column	Description
Name	Name of Page Accelerator
Start Date	Start date of page accelerator
End Date	End date for page accelerator
Description	Description of Page accelerator
Enable This	Activate or Suspend
Created On	Created Date
Modified On	Modified Date

21.3. How to Add Page Accelerator

1. Go to: Tools> Page Accelerator > **[Add New Page Accelerator]**

A dialog box with the following field will appear:

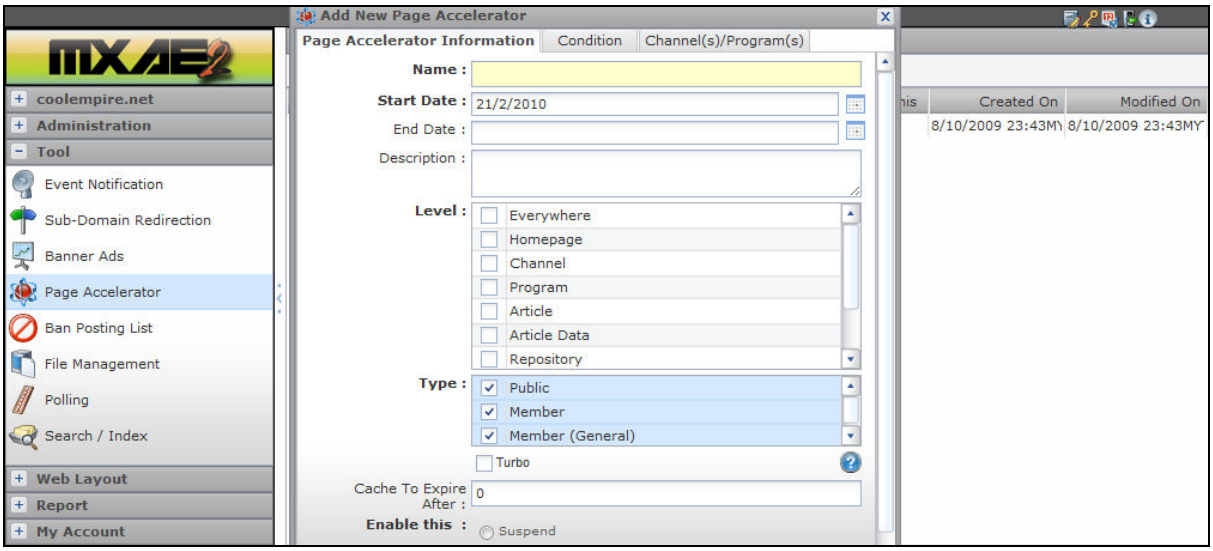
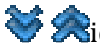


FIGURE 110: ADD PAGE ACCELERATOR PAGE DIALOG BOX

Tab Pane	Description	Additional Explanation and Tips
Page accelerator	Name	Name for the Page Accelerator
	Start Date	Specify the Start date as today's date or the date you would like to activate this page accelerator.
	End Date	Leave as blank for never expire or specify expiration date.
	Description	Description of Page Accelerator
	Level	10 levels to cache: 1. Everywhere 2. Homepage 3. Channel 4. Program 5. Article 6. Article Data 7. Repository 8. Banner Ads 9. Graph 10. Template
	Type	Can select for public or individual member or member (general)
	Cache To Expire After	Fill "0" for never expire or set the cache expiration in "seconds"
	Enable this	Suspend or Activate
Condition	Mode	Can select from: ▪ Must fulfil all conditions

Tab Pane	Description	Additional Explanation and Tips
		▪ Fulfil any of the conditions
	List of IPs	One IP per line, wildcard '*' and '?' is allowed
	Membership Group	Include in membership group
	Template	Include in Template
Channel(s) Program(s)	Content	You may specify any channels or programs to cache. Drag and drop the selected Channel / Program into below table (Selected Content item). Or use  icon to select or remove from the selection list

2. Click **[Save]**

21.4. How to Refresh Page Accelerator

Go to: Tools> Page Accelerators> **[Refresh]**

Page Accelerator listing panel will refresh and will list out all Page Accelerators.

21.5. How to Edit Page Accelerator

1. Go to: Tool > Page Accelerator
2. Select a file and click **[Edit (Name)]**
3. A dialog box similar like Add New Page Accelerator table will appear
4. Click **[Save]** to store changes

21.6. How to Copy Page Accelerator

1. Go to: Tool > Page Accelerators
2. Select and right-click at Page Accelerators List

The screen below will appear:

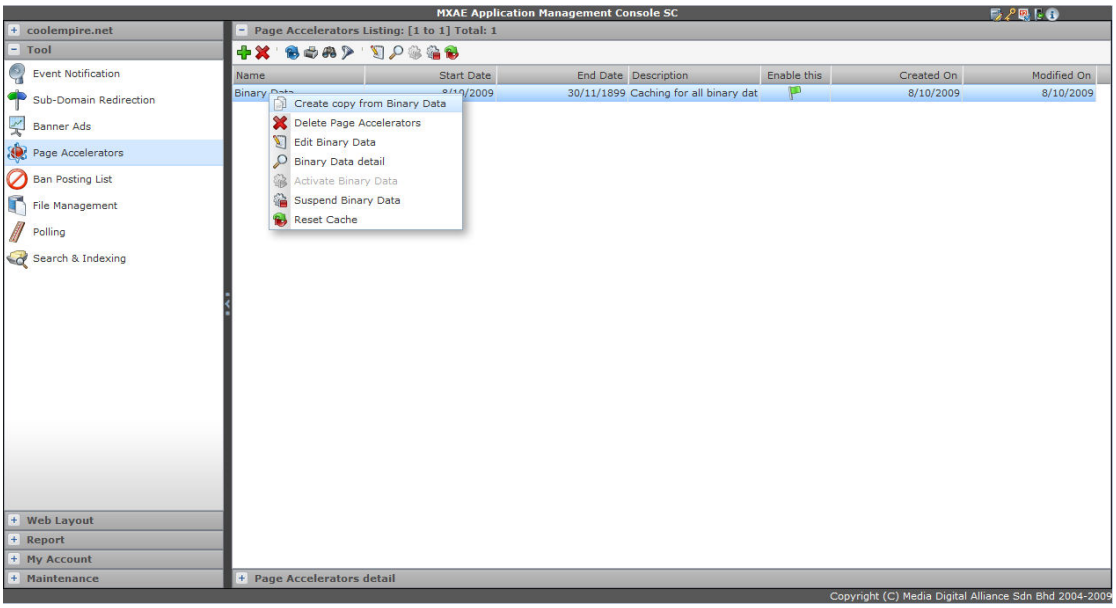


FIGURE 111: CREATE COPY FROM PAGE ACCELERATORS

3. Click **[Create Copy From (Name)]**
4. A dialog box similar to add new page accelerator will appear. Complete the information required
5. Click **[Save]**

21.7. How to Activate Page Accelerator

1. Go to: Tool > Page Accelerators
2. Right-click the Page Accelerator that you want to Activate > Choose **[Activate (Name)]**
3. A confirmation box appears for confirming the activation
4. Click **[OK]**

21.8. How to Suspend Page Accelerator

1. Go to: Tool > Page Accelerators
2. Right-click the Page Accelerator that you want to suspend> Choose **[Suspend (Name)]**
3. A confirmation box appears for confirming the suspension
4. Click **[OK]**

21.9. How to Delete Page Accelerator

1. Go to: Tool > Page Accelerator
2. Right-click the Page Accelerator that you want to delete > Choose **[Delete Page Accelerator]**
3. User will be prompted with confirmation dialog box
4. Click **[OK]**

21.10. How to Reset Cache

1. Go to: Tool > Page Accelerator
2. Right-click the Page Accelerator that you want to Reset > Choose **[Reset Cache]**
3. User will be prompted with confirmation dialog box
4. Click **[OK]**

CHAPTER 22 SEARCH AND INDEXING

In this chapter, you will:

- Discover the features and capabilities of MXAE Search
- Learn to set MXAE Search

22.1. What is Search and Indexing

Search engine indexing collects, parses, and stores data to facilitate fast and accurate information retrieval. Search/indexing is also where you specify what content to be indexed and manage your indexed data. Once you set the search or index criteria in the AMS, your visitors will be able to use the search function to search the website contents.

22.2. How to Set Search in MXAE?

1. Go to: Tool > **[Search & Index]**

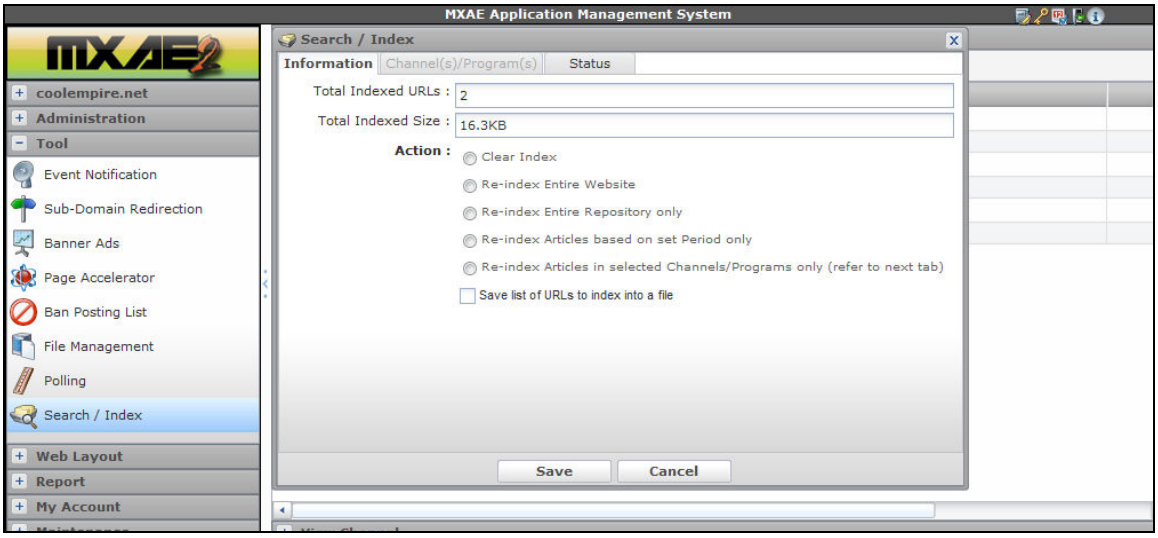


FIGURE 112: SEARCH / INDEX FUNCTION

2. A dialog box with the following fields will appear

Tab pane	Fieldname	Additional Explanation and Tips
Information	Total Indexed URLs	-
	Total Indexed Size	-
	Action	You can choose to either: ▪ Clear Index (Clear all indexed data) ▪ Re-Index Entire Website

		▪ Re-Index Entire Repository only ▪ Re-Index Articles based on set Period only ▪ Re-Index Articles in selected Channels/ Programs only (refer to next tab to select the Channel or Programs)
	Save List of URLs to index into a file	Tick to save List of URLs to index into a file
Channel(s) / Program(s)	Content	Only viewable when choose "Re-Index Articles in selected Channels/ Programs only (refer to next tab)" in Information tab.
Status		Status of Search / Index

3. Click **[Save]**

CHAPTER 23 BANNER ADS

In this chapter, you will:

- Learn about Banner Ads and its features
- Learn how to set Banner Ads

23.1. What is Banner Ads

Banner Ads is a function for you to set up and manage the advertising banners on your website. The function also allows you to generate reports on your advertising campaigns in graph formats such as pie chart, bar and line charts, data table and many more.

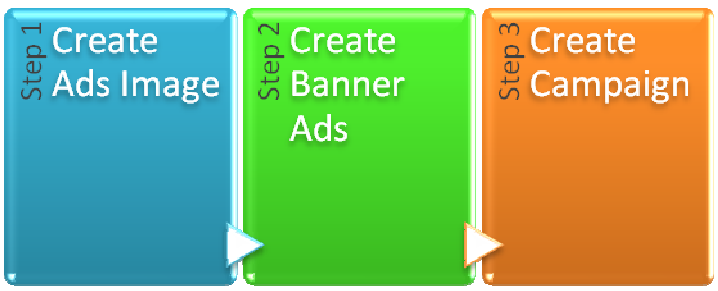
MXAE Banner Ads consist of 3 components:

- Campaign
- Banner Ads
- Ads Image

Campaign	Banner Ads	Ads Image
Campaign Service 1	Banner Ads A	Image A
	Banner Ads B	Image B
	Banner Ads C	Image C
Campaign Product 2	Banner Ads D	Image D
	Banner Ads C (Reuse Banner Ads)	Image A (reuse image)

23.2. How to Start Ads Campaign

To display banner advertisement on your website, you need to create Ads Campaign. Below are the compulsory steps before creating your Ads Campaign.



If you are working on a new banner ad campaign, you have to follow the steps in sequence.

23.3. How to Work on Ads Image

1. Go to: Tool > Banner Ads > Click **[Ads Image]**

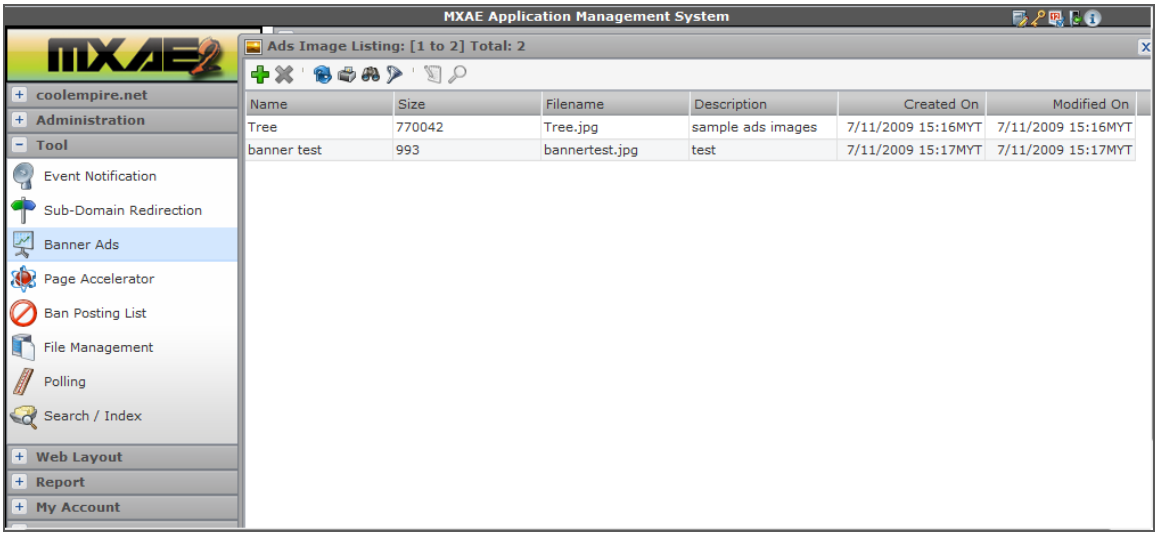


FIGURE 113: BANNER ADS LISTING PAGE

2. Below is the description of the Ads Images listing panel

Column	Description
Name	Name of Ads Images
Size	Filename of Ads Images
Filename	Filename of Ads Images
Description	Description of Ads Images
Created On	Created Date
Modified On	Modified Date

23.3.1. How to Add New Ads Image

1. Go to: Tools > Banner Ads
2. Click **[Ads Image]**
3. Click **[New]**
4. A dialog box with the following fields will appear:

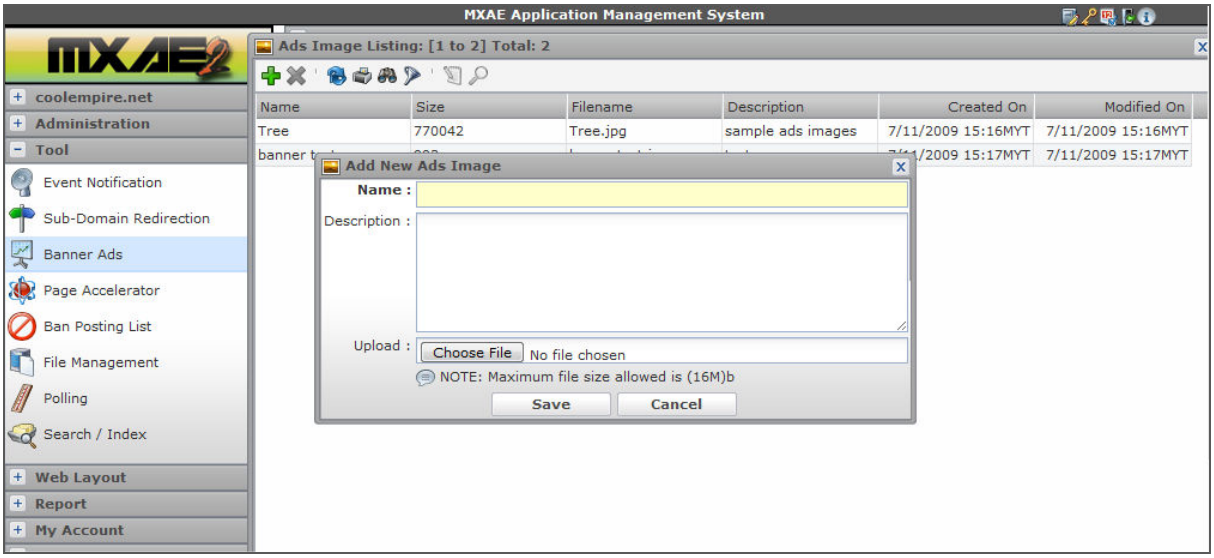


FIGURE 114: INSERT NEW ADS IMAGE

Tab Pane	Fieldname	Additional Explanation and Tips
Ads Image	Name	Name of image
	Description	Description of image
	Choose File	Choose file to upload. Maximum file size allowed is (16M)

5. Click **[Save]**

23.3.2. How to Refresh Ads Image

1. Go to: Tools > Banner Ads
2. Click **[Ads Image]**
3. Click **[Refresh [Ads Image Name]]**

The Ads Image pane will refresh and will list out all Ads Images.

23.3.3. How to Edit Ads Image

1. Go to: Tools > Banner Ads
2. Click **[Ads Image]**
3. Click **[Edit [Name]]**
4. A dialog box similar like Add New Ads Image table will appear. Edit the information
5. Click **[Save]**

23.3.4. How to Delete Ads Image

1. Go to: Tool > Banner Ads
2. Click **[Ads Image]** > Select Ads Image and click **[Delete]**
3. User will be prompted with confirmation dialog box before deletion
4. Click **[OK]**

23.4. How to Work on Banner Ads

1. Go to: Tool > Banner Ads > Click **[Banner Ads]**

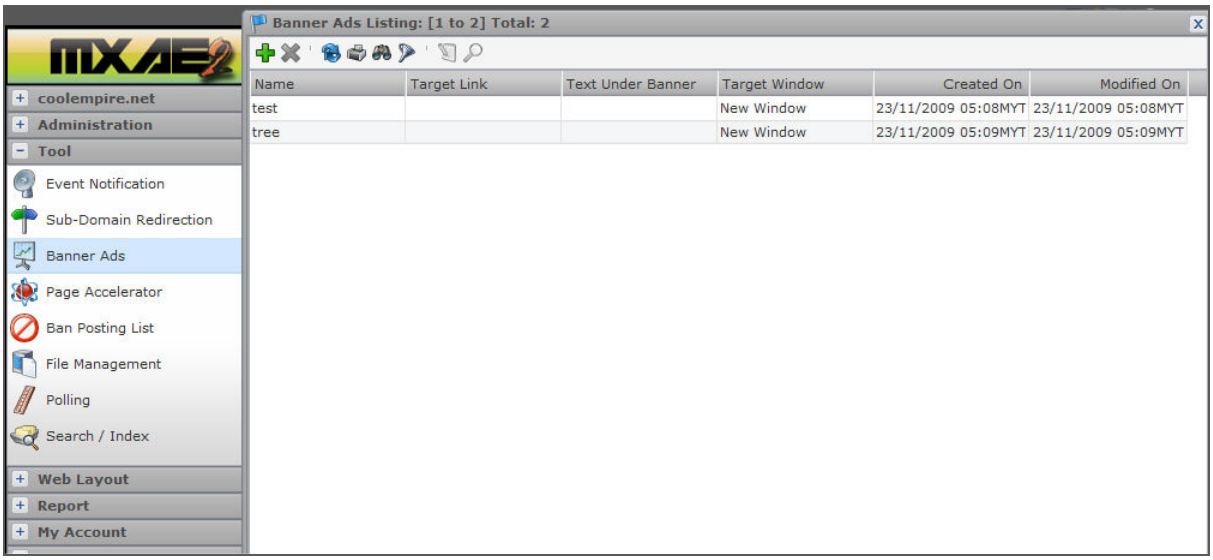


FIGURE 115: BANNER ADS LISTING

2. Below is the description of the Banner Ads listing panel

Column	Description
Name	Name of Banner Ads : Banner
Target Link	Address link for target banner
Text Under Banner	Text to put under banner
Target Window	Select options either wants to open in the same window or new window
Created On	Created Date
Modified On	Modified Date

23.4.1. How to Add New Banner Ads

1. Go to: Tool > Banner Ads
2. Click **[Banner Ads]**
3. Click **[Add Banner Ads]**
4. A dialog box with the following fields will appear:

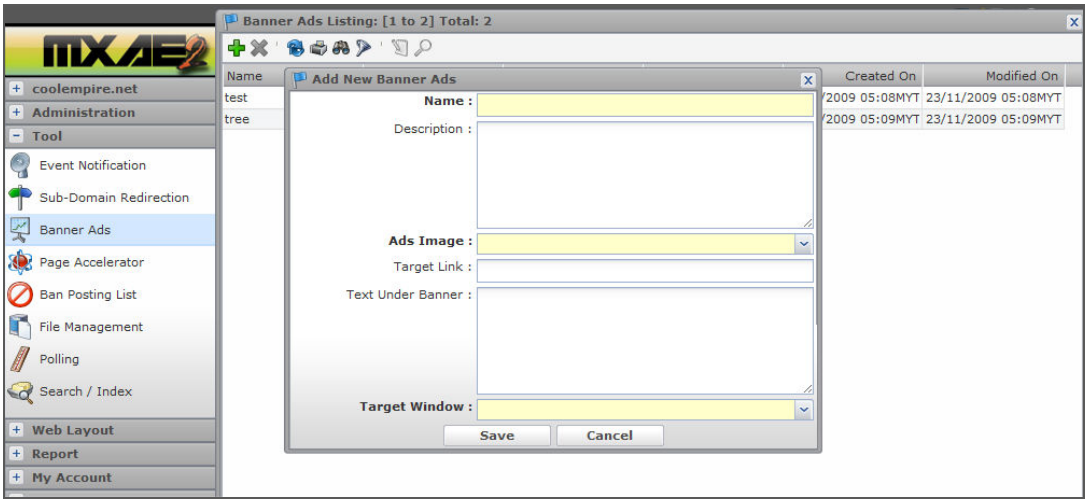


FIGURE 116: ADD NEW BANNER ADS

Tab Pane	Fieldname	Additional Explanation and Tips
Add Banner Ads	Name	Name of the banner
	Description	Description of the banner
	Ads image	Select from the existing Ads image
	Target link	Type in a target URL, example http://www.mysite.com/index.php?ch=newproduct
	Text Under Banner	Type the text you want to be displayed in the text under banner text area
	Target window	Two options: ▪ Same window ▪ New window

5. Complete the information required
6. Click **[Save]**

23.4.2. How to Refresh Banner Ads

1. Go to: Tool > Banner Ads
2. Click **[Banner Ads]**
3. Click **[Refresh Banner Ads]**

Banner Ads panel will refresh and will list out all Ads Banners.

23.4.3. How to Edit Banner Ads

1. Go to: Tool > Banner Ads
2. Click **[Banner Ads]**
3. Click **[Edit [Banner Ads Name]]**
4. A dialog box similar like Add New Banner table will appear
5. Complete the information required
6. Click **[Save]**

23.4.4. How to Delete Banner Ads

1. Go to: Tool > Banner Ads
2. Click **[Banner Ads]**
3. Click **[Delete [Banner Ads Name]]**
4. You will be prompted with confirmation dialog box before deletion
5. Click **[OK]**

23.5. How to Work on Ads Campaign

1. Go to: Tool > Banner Ads

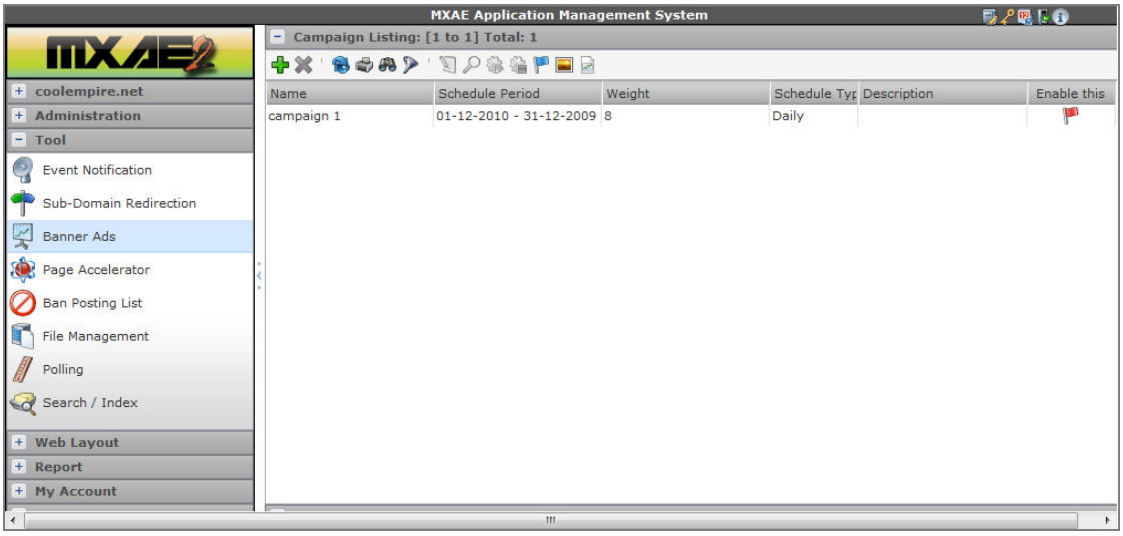


FIGURE 117: VIEW ADS CAMPAIGN LISTING

Listing panel will refresh and display mode will be on to the Ads Campaign listing panel

Column	Description
Name	Name of the Campaign
Schedule Period	Schedule Period of Campaign
Weight	Identify weight for Campaign
Schedule Type	Type of Schedule such as Daily or Weekly
Description	Description of the Campaign
Enable This	Activate Campaign

23.5.1. How to Add New Campaign?

1. Go to: Tool > Banner Ads
2. Click **[Add New Campaign]**
3. A dialog box with the following fields will appear

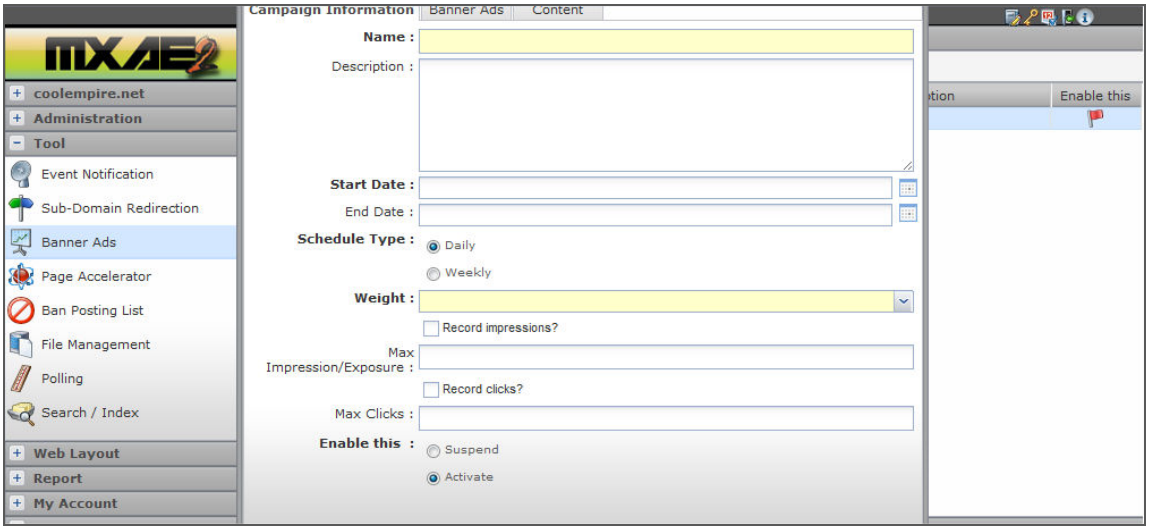
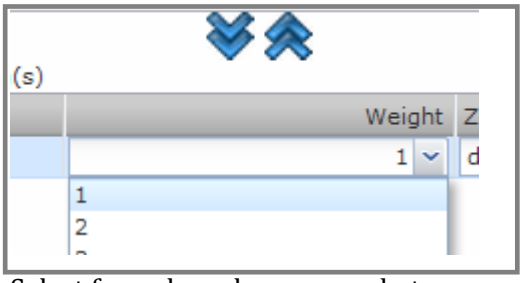
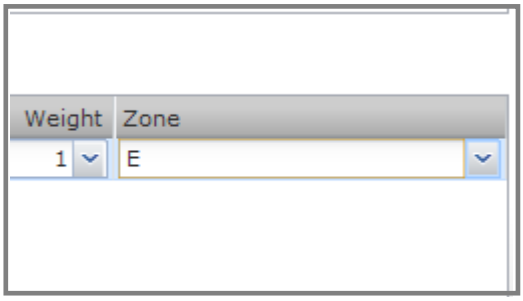


FIGURE 118: ADD NEW CAMPAIGN

4. Fill in the fields

Tab Pane	Fieldname	Additional Explanation and Tips
Ads Campaign Information	Name	Name for the campaign
	Description	Description of the campaign
	Start date	Select start date for the campaign
	End date	Select end date for the campaign or leave blank for never expire
	Schedule type	Two options: ▪ Daily ▪ Weekly
	If weekly please select day	If you chose Weekly in schedule type
	Weight	Select from drop down menu between value 1-10. The higher the value you specify, the more frequent the banner campaign will appear on the page.
	Record impressions?	Tick if you want to record impression. It will record how many times the banner ad appears/expose.
	Max impression/exposure	Enter value for max impression/exposure. This value determines the maximum number of impression/exposure of the banner ads.
	Record clicks	Tick if you want to records clicks

Tab Pane	Fieldname	Additional Explanation and Tips
	Max clicks	Enter value for maximum clicks
	Enable This	Activate or Suspend Campaign
Banner Ads	Select banner to display	Select one or more of the available banners. Drag and drop the selected banner Ads into below table (Selected banner Ads item). You can also use this icon to select or remove the items in the listing. Once Banner Ads are selected, you can modify the Weight and Zone for each banner Ads. Double click on the weight cell to edit the value.  Select from drop down menu between value 1-10. The higher the value you specify, the more frequent the banner ad will appear within the campaign. Double click on the Zone cell to edit the value.  Select from the drop down menu (A-Z) or specify your own zone value. Zone will determine the placement of banner ad on your web page. (specified in your template)
Content	Where can this campaign appear	Three options: ▪ Everywhere ▪ Homepage ▪ If for selected Channel(s) or Program(s), Select the channel/program. Drag and drop

Tab Pane	Fieldname	Additional Explanation and Tips
		the selected items into below table (Selected content item(s)). You can also use the icon to select or remove the items in the listing.

5. Click **[Save]**

📖 Refer to **MXAE Programming Handbook/MXAE TSL Reference Chart** on how to use zone and include Banner Ads Campaign in the template.

23.5.2. How to Refresh Ads Campaign

1. Go to: Tool > Banner Ads
2. Click **[Refresh [Campaign Name]]**

Ads Campaign panel will refresh and will list out all Ads Campaigns.

23.5.3. How to Edit Ads Campaign

1. Go to: Tool > Banner Ads
2. Click **[Edit [Campaign Name]]**
3. A dialog box similar like Add New Campaigns table
4. Edit the information in the selected field
5. Click **[Save]**

23.5.4. How to Delete Ads Campaign

1. Go to: Tool > Banner Ads >
2. Click **[Delete [Campaign Name]]**
3. User will be prompted with confirmation dialog box
4. Click **[OK]**

23.5.5. How to Activate Ads Campaign

1. Go to: Tool > Banner Ads
2. Click **[Activate [Campaign Name]]**
3. A confirmation box appears for confirming the activation

4. Click **[OK]**

23.5.6. How to Suspend Ads Campaign

1. Go to: Tool > Banner Ads >
2. Click **[Suspend [Campaign Name]]**
3. A confirmation box appears
4. Click **[OK]**

23.6. How to Generate Banner Ads Report

1. Go to: Tool > Banner Ads > Click **[Report]**

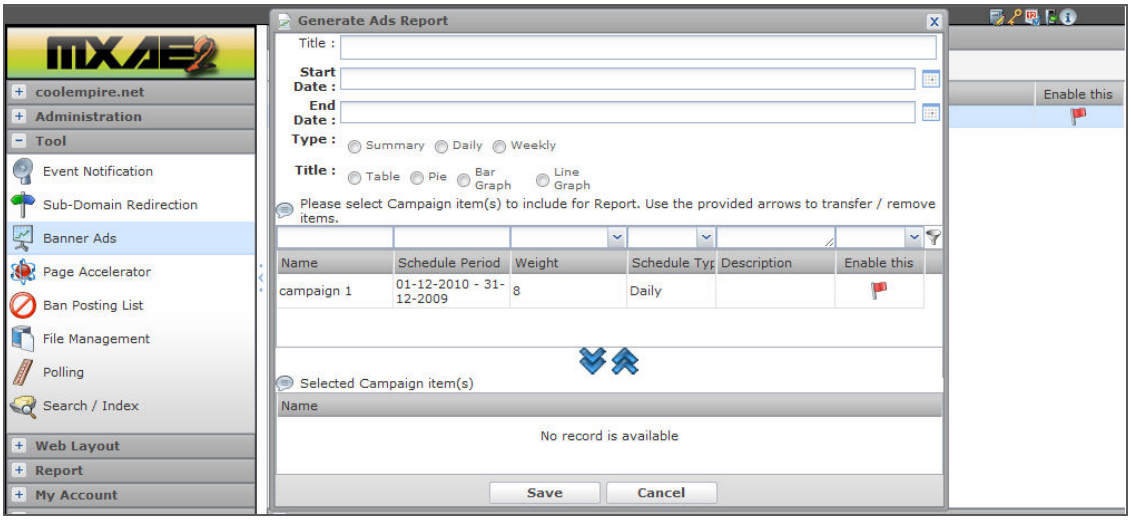


FIGURE 119: GENERATE BANNER AD REPORT

A dialog box with the following field will appear

Fieldname	Additional Explanation and Tips
Title	Name for the Ads Report
Start date	Select start date for the ads campaign report
End date	Select end date for the ads campaign report
Type	Three options: ▪ Summary ▪ Daily ▪ Weekly
Mode	Four options: ▪ Table

Fieldname	Additional Explanation and Tips
	▪ Pie ▪ Bar graph ▪ Line graph
Please select Campaign item(s) to include for Report	Drag and drop the selected Campaign into below table (Selected Campaign item). You can also use the icon to select or remove the items in the listing.

2. Click **[View]** to generate and view the report

CHAPTER 24 POLLING

In this chapter, you will:

- Learn about Polling and its features
- Learn how to set Polling

24.1. About Polling

Polling is a tool that can be used to capture the opinions of website visitors by asking a question or a series of questions and then calculating the results.

24.2. How to View Polling

1. Go to: Tool > Click Polling

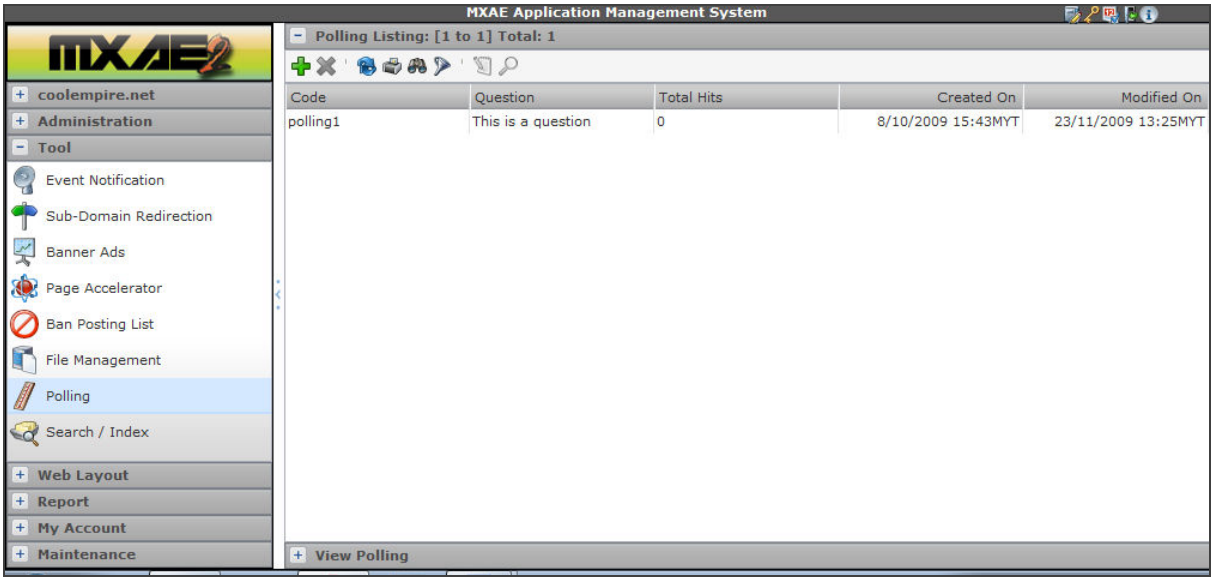


FIGURE 120: POLLING LISTING PAGE

2. Below is the description of the Polling listing panel

Column	Description
Name	Name of Polling
Question	List of Polling questions
Total Hits	The sum of the hits
Created On	Creation date
Modified On	Modified date

24.3. How to Add New Polling

1. Go to: Tool > Polling
2. Click on **[New]**

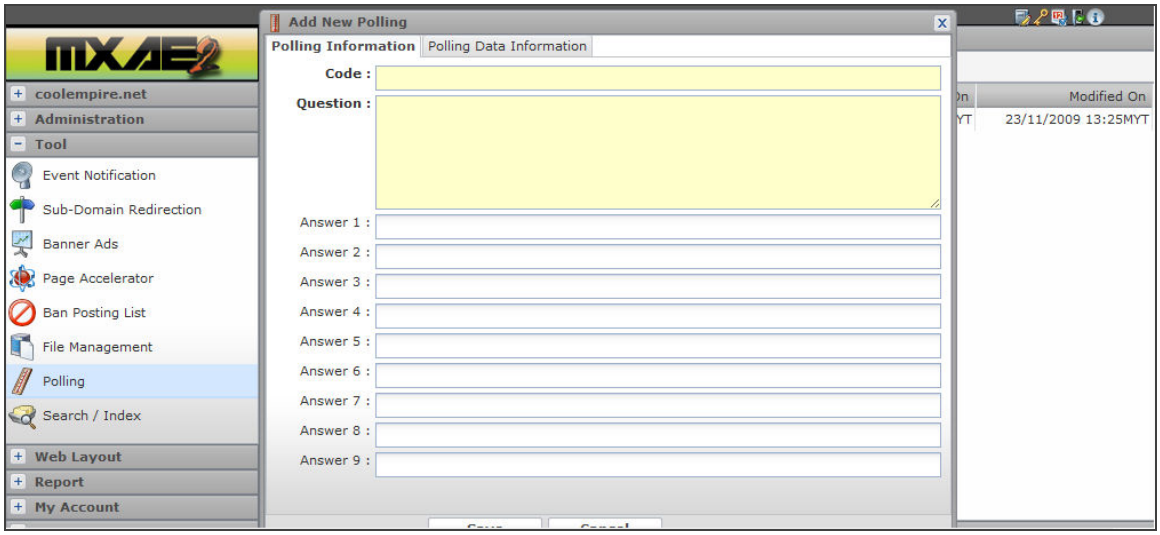


FIGURE 121: ADD NEW POLLING

3. A dialog box with the following fields will appear

Tab Pane	Fieldname	Additional Explanation and Tips
Polling Information	Code of Polling	Code of the polling. This code will be used in the template to call up the polling questions.
	Question	Type in the Polling question
	Answer	There are 9 fields for the answer however only two fields for answers is a required field
Polling Data Information	Hit	The result of polling for each answer. You may specify or edit the hit value for each answer.

4. Click **[Save]**

📖 Refer to **MXAE Programming Handbook/MXAE TSL Reference Chart** on how to include Polling in the template.

24.4. How to Refresh Polling

1. Go to: Tool > Polling
2. Click **[Refresh]**

Polling listing panel will refresh and will list out all Pollings.

24.5. How to Edit Polling

1. Go to: Tool > Polling
2. Click **[Edit [Polling name]]**
3. A dialog box will appear (Refer to Add New Polling table)
4. Make the changes
5. Click **[Save]**

24.6. How to View Polling Details

1. Go to: Tool > Polling
2. Click **[View [Polling name]]**

Details for the selected Polling row will appear on the bottom view pane – view area.

24.7. How to Delete Polling

1. Go to: Tool > Polling
2. Click **[Delete [Polling name]]**
3. User will be prompted with confirmation dialog box before delete
4. Click **[OK]**

PART SIX: MANAGING MXAE

CHAPTER 25 AUDIT TRAIL

In this chapter, you will:

- Learn about Audit Trail
- Learn how to manage Audit Trail

25.1. About Audit Trail

The purpose of this section is to keep track system user activities in the AMS. Audit Trail records which user performed which task, user actions, object type, from which IP, etc.

This part is important because the system records the changes have been made in the AMS.

25.2. How to View Audit Trail

At the Maintenance menu bar, click on **[Audit Trail [Content]]**

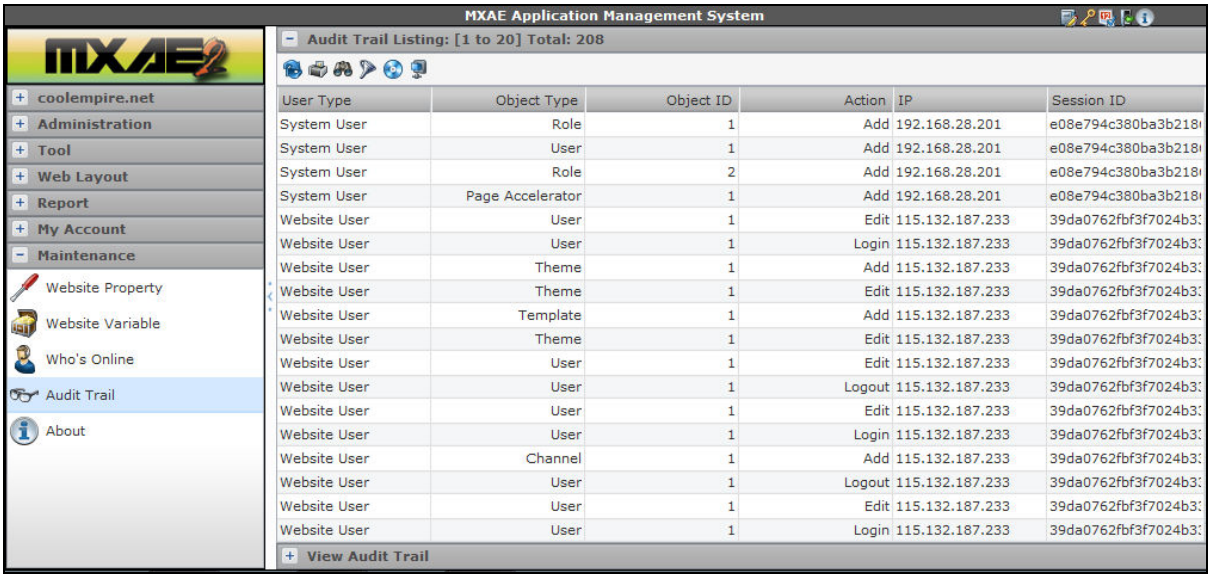

MXAE Application Management System
Audit Trail Listing: [1 to 20] Total: 208
coolempire.net
Administration
Tool
Web Layout
Report
My Account
Maintenance
Website Property
Website Variable
Who's Online
Audit Trail
About
User Type | Object Type | Object ID | Action | IP | Session ID
System User | Role | 1 | Add | 192.168.28.201
System User | User | 1 | Add | 192.168.28.201
System User | Role | 2 | Add | 192.168.28.201
System User | Page Accelerator | 1 | Add | 192.168.28.201
Website User | User | 1 | Edit | 115.132.187.233
Website User | User | 1 | Login | 115.132.187.233
Website User | Theme | 1 | Add | 115.132.187.233
Website User | Theme | 1 | Edit | 115.132.187.233
Website User | Template | 1 | Add | 115.132.187.233
Website User | Theme | 1 | Edit | 115.132.187.233
Website User | User | 1 | Edit | 115.132.187.233
Website User | User | 1 | Logout | 115.132.187.233
Website User | User | 1 | Edit | 115.132.187.233
Website User | User | 1 | Login | 115.132.187.233
Website User | Channel | 1 | Add | 115.132.187.233
Website User | User | 1 | Logout | 115.132.187.233
Website User | User | 1 | Edit | 115.132.187.233
Website User | User | 1 | Login | 115.132.187.233
View Audit Trail

FIGURE 122: VIEW AUDIT TRAIL

The details of the Audit Trail Listing are explained in the table below:

Column	Description
User Type	Type of user
Object Type	Which object type that user have modified
Object ID	Object ID

Column	Description
Action	Action after login
IP	User login IP
Session ID	Session ID

25.3. How to Refresh Audit Trail

Go to: Maintenance > Audit Trail > Click **[Refresh]**

Audit trail listing panel will refresh and will list out all the audit trail lists.

25.4. How to Use Advance Find in Audit Trail

This section is used to find the specific user in advance.

1. Go to: Maintenance > Audit Trail > Click **[Advanced Find]**

You will get this window:

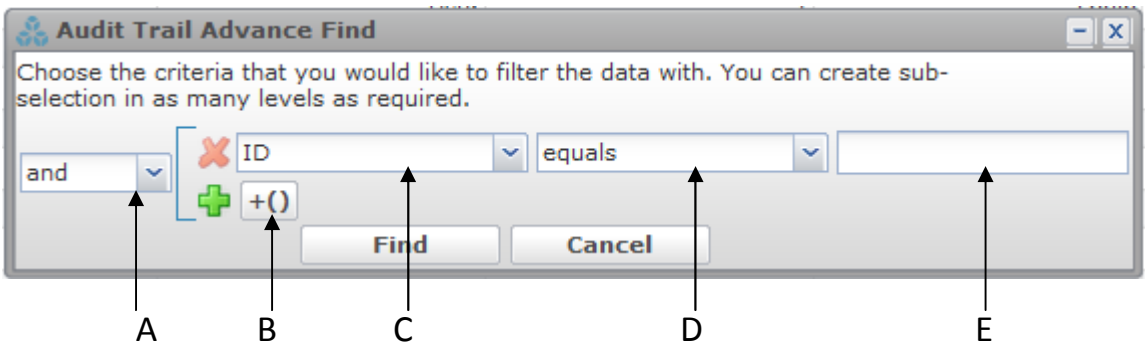


FIGURE 123: AUDIT TRAIL - USER ADVANCE FIND

The details of the User Advance Find are explained in the table below:

Field	Description	Additional Explanation and Tips
A	Condition for Sub – Selection	List from Drop Down Menu: c) And d) Or e) Not
B	Sub – Selection	Add New Rules

Field	Description	Additional Explanation and Tips
C	List of Field Name	List from Drop Down Menu: f) ID g) Username h) User Type i) Object Type j) Object ID k) Action l) IP m) Session ID n) Created On
D	Conditions	Equals, not equal, less than, greater than,etc
E	Value	o) Specify the value for conditions

2. Choose the criteria that you would like to filter. Here is the example:

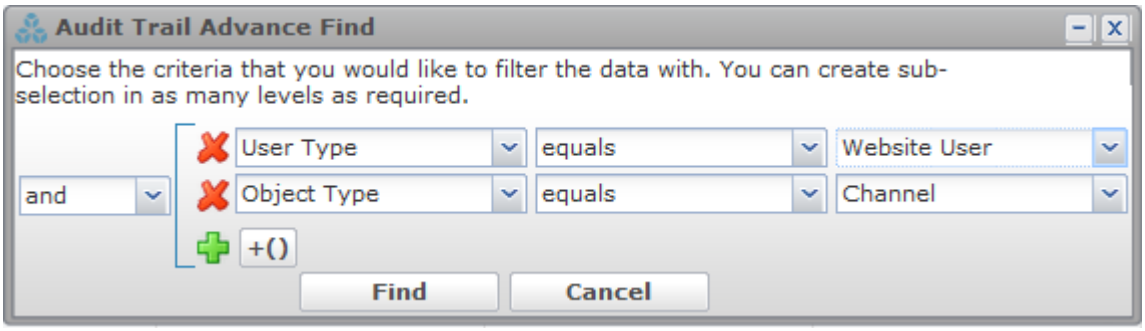


FIGURE 124: EXAMPLE OF USER ADVANCE FIND

3. Click **[Find]**

System will display Website Users that performed actions to channel object.

25.5. How to Print Current View in Audit Trail

You may print listing from Audit Trail.

1. Go to: Maintenance > Audit Trail > Click **[Print]**
2. User will be prompted with a confirmation dialog box.
3. Click **[Preview]**. You will get the listing of audit trail to be printed
4. Click **[Print]** to print the page

25.6. How to Export Audit Trail

1. Go to: Maintenance > Audit Trail > Click **[Export Audit Trail]**
2. A dialog box with the following fields will appear

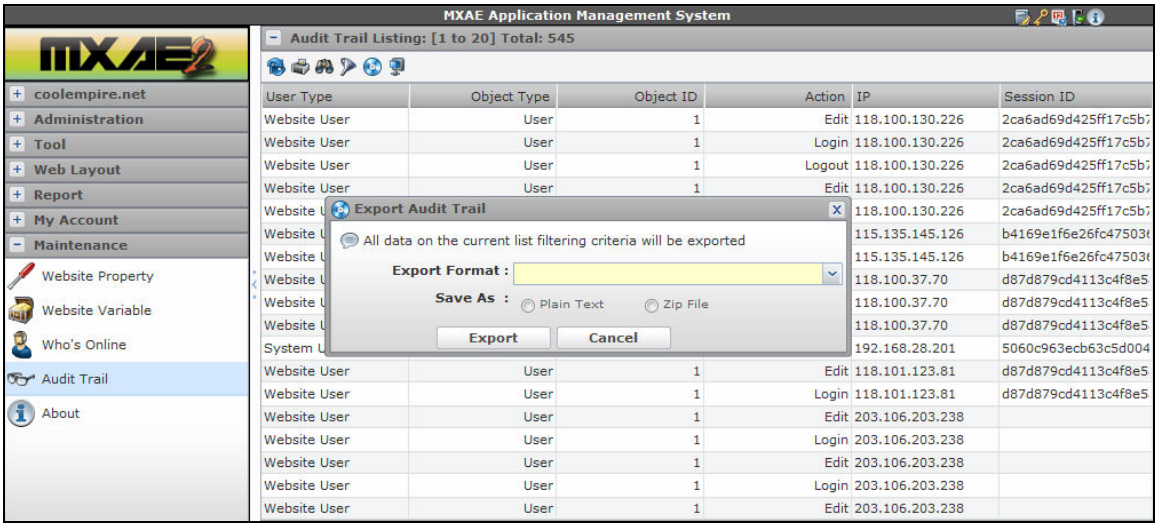


FIGURE 125: EXPORT AUDIT TRAIL

Tab panel	Fieldname	Additional Explanation and Tips
Export Audit Trail	Export Format	Select from the drop down menu the format you wish to export: ▪ CSV format with "," (comma) as separator ▪ CSV format with "," (tab key) as separator ▪ CVS format with ";" "(semi-colon) as separator ▪ XML
	Save as	Save into your local disk. Choose between plain text or zip file

3. Click **[Export]**. A File download pop up window will appear
4. Click **[Save]**. A pop up window will appear for you to specify filename. You need to specify the filename.

The export member file will be saved in CSV or XML format.

25.7. How to View Audit Trail Archive

1. Go to: Maintenance > Audit Trail > Click **[Audit Trail Archive]**
2. You will see the same table as View Audit Trail. These are the Audit Trail items which have been archived.
3. Click **[Audit Trail]** to view back the Audit Trail listing page

You can set the “number of days” to archive the audit trail data in Website Property.

CHAPTER 26 FILE MANAGEMENT

In this chapter, you will:

- Discover the features and capabilities of File Management
- Learn to upload and manage file on the server

26.1. About File Management

File Management allows AMS users to manage files on the server. MXAE File Management provides file-system browsing of your website from anywhere via the web. You can create directory, upload, download and edit title as well as get information about the files on your web server.

26.2. How to View File Management

1. Go to: Tool > Click **[File Management]**

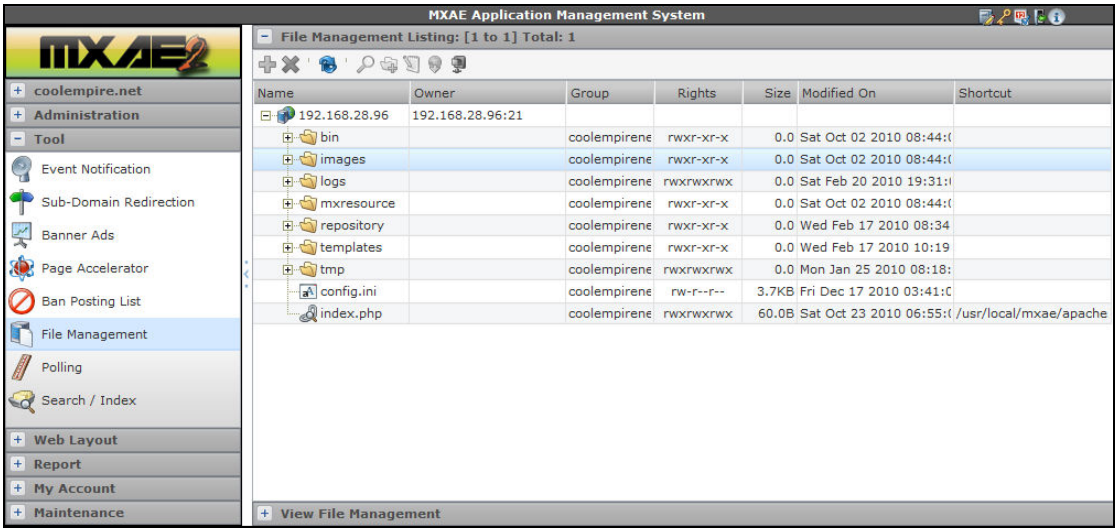


FIGURE 126: FILE MANAGEMENT LISTING PAGE

2. Below is the description of the File Management listing panel

Column	Description	Additional Explanation and Tips
Name	Name of folder or file	-
Owner	Access owner	-
Group	Access group	-
Rights	Absolute maximum permissions	Read, write or execute a file

Column	Description	Additional Explanation and Tips
	that been set to you at home directory	
Size	Size of the file	-
Modified On	Tells when it was last created/modified	-
Shortcut	Shortcut path to access the file	-

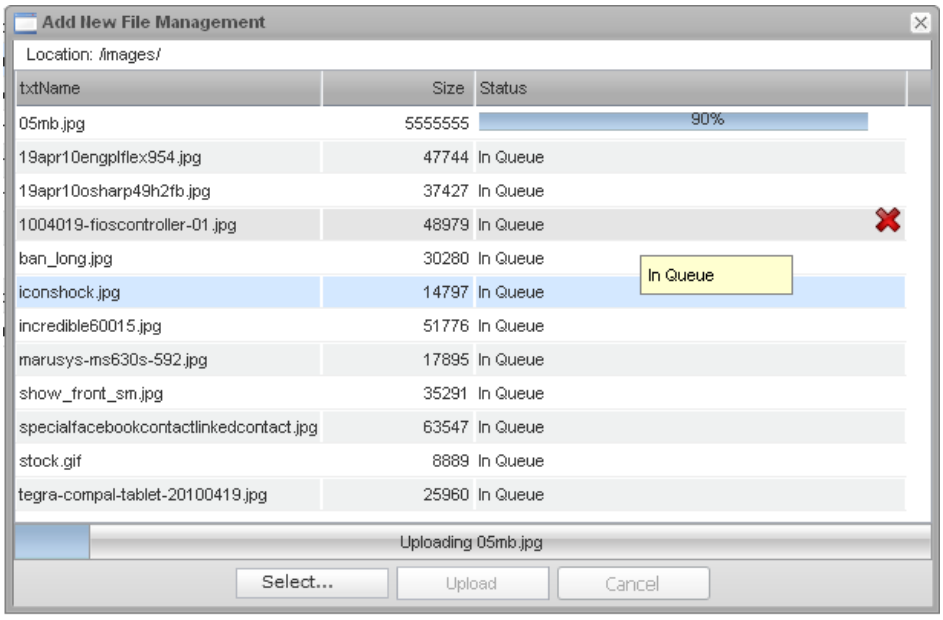
26.3. How to Add New File to File Management

To upload the file or files from your external drives or local disk to the server.

1. Go to: Tool > File Management > Click to choose folder > Click **[Add File Management]**
2. A dialog box for File upload will appear.
3. Click **[Select]** to begin selecting file(s) to be uploaded.

Use the **[Ctrl]** or **[Shift]** key in combination with your mouse click for selecting multiple files to be uploaded to the server.

4. Select File(s) from your external drive or hard disk and click **[Open]**.
5. Use if you want to delete file(s) from the list before uploading them to the server.
6. Click **[Upload]**



If Flash player not installed on your browser, you are allowed to select and upload a maximum of 5 files for each upload session.

7. Go to: Tool > File Management > Click to choose folder > Click **[Add File Management]**
8. A dialog box with the following fields will appear

Tab Panel	Fieldname	Additional Explanation and Tips
Upload file	File 1	Browse and select maximum 5 files to be uploaded to the folder
	File 2	-
	File 3	-
	File 4	-
	File 5	-

9. Click **[Save]**

Multiple files upload feature requires Flash player version 9 and above.

The default maximum file size to upload is 16MB. Refer to your System Administrator if you need to change this value.

26.4. How to Add New Folder or Sub Folder

1. Go to: Tool > File Management > Click **[Create New Folder]**
2. To Create Sub Folder, Go to: Tool > File Management > Click to choose a folder > Click **[Create New Folder]**
3. A dialog box will appear. Fill in the File Name
4. Click **[Save]**

26.5. How to Rename Folder or File

1. Go to: Tool > File Management > Click **[Rename]**
2. Rename the File or Folder
3. Click **[Enter]** to save

> You can rename the folder or file by double-clicking the title. Then press **[Enter]**.

26.6. How to Refresh File Management

1. Go to: Tool > File Management > Click **[Refresh]**
2. File Management listing pane will refresh

26.7. How to View File Management Details

1. Go to: Tool > File Management > Click **[View]**
2. Details for the selected File Management file row will appear on the bottom view pane – view area.

Other binary files or files like MS word, PowerPoint and will open up a download window for user to download the file. There will be no details for the folder.

26.8. How to Download File

This feature is to download the file from server to your local disk. For example, if you want to edit pictures, you have to download the picture into your local disk.

1. Go to: Tool > File Management >
2. Locate the file and Right Click **[Download]**
3. User will be prompted with dialog box to specify the location to save the file before download
4. Click **[Save]**

26.9. How to Delete File or Folder

1. Go to: Tool > File Management > Click **[Delete]**
2. User will be prompted with confirmation dialog box before deletion
3. Click **[OK]**

CHAPTER 27 ABOUT…

In this chapter, you will:

- Discover the MXAE version

27.1. How to View About

About is where you can view the version of your MXAE AMS.

1. Go to: Maintenance > Click **[About]**

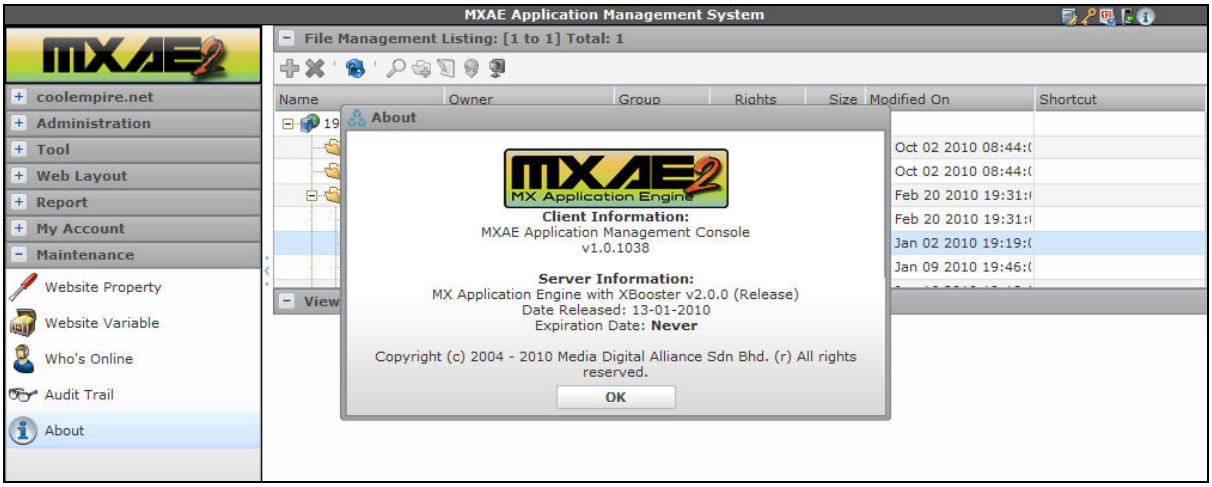


FIGURE 127: VIEW ABOUT

2. The pop up dialog box will display general information about MXAE
3. Click **[OK]** to close window

CHAPTER 28 WEBSITE PROPERTY

In this chapter, you will:

- Discover how to control property of MXAE
- Learn to change Website Property

28.1. About Website Property

Website Property is where you can control the performance and the property for each of your website. For example, you can change the default setting in order to customise your website.

28.2. How to View Website Property

1. At the Maintenance menu bar, click on **[Website Property]**

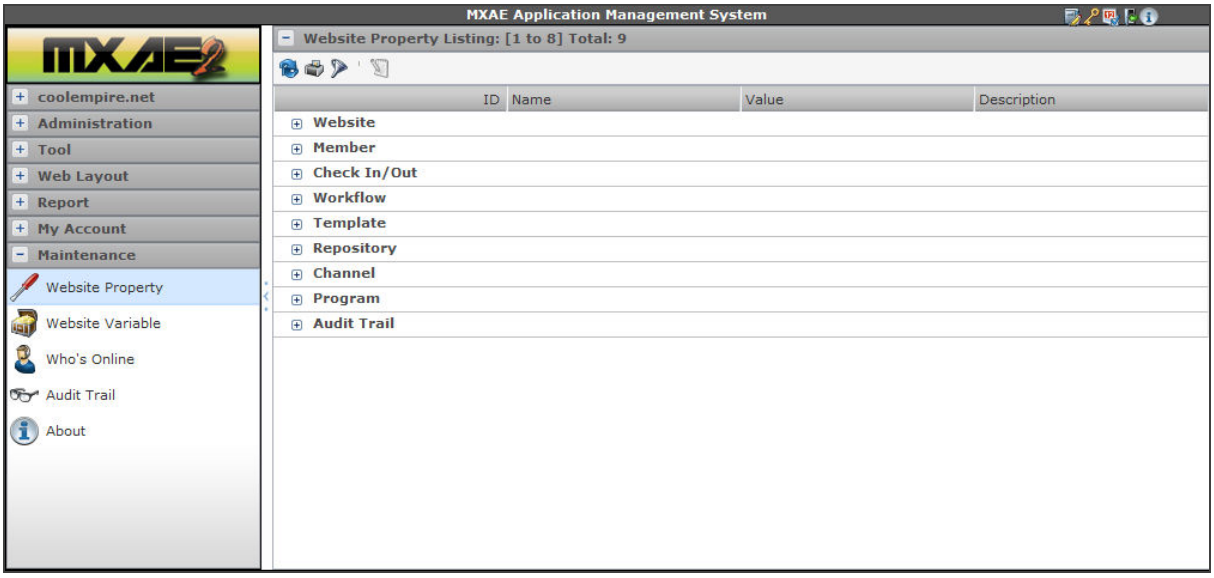


FIGURE 128: VIEW WEBSITE PROPERTY

The details of the Website Property Listing are explained in the table below:

Column	Description
Name	Name of the category
Value	Value for each name of the category
Description	Description for each name of the category

28.3. How to Refresh Website Property

Go to: Maintenance > Property > Click **[Refresh]**

Website property listing panel will refresh and will list out all the website property lists.

28.4. How to Edit Website Property

To Edit the value of Website Property:

1. Go to: Maintenance > Website Property >
2. Click on a group to expand the group listing
3. Double-click on the Value cell
4. The field will change to an input box
5. Refer to the description for detils on each item
6. Fill in the value
7. Click on other cell to save changes

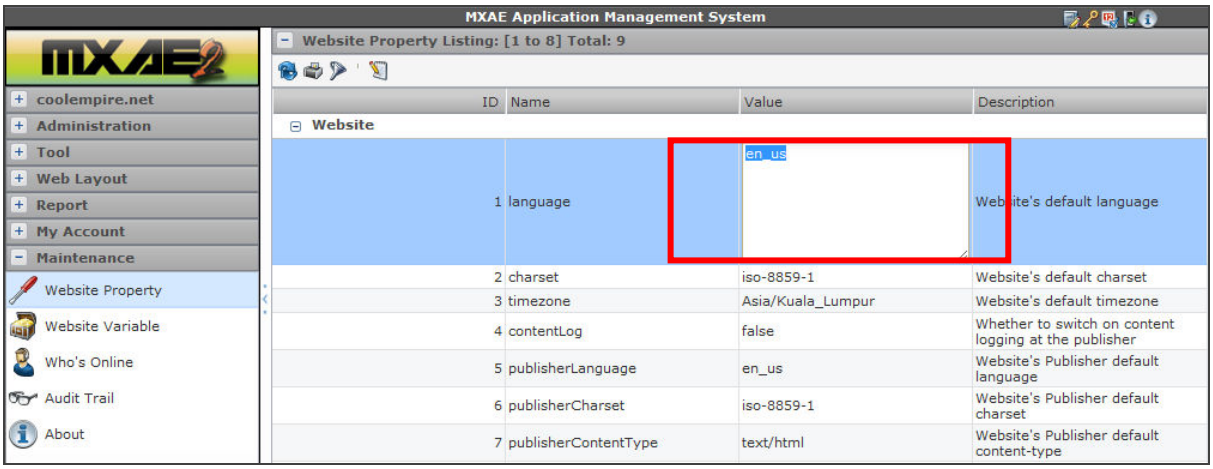


FIGURE 129: EXAMPLE ON HOW TO EDIT LANGUAGE IN WEBSITE PROPERTY

Refer to your System Administrator to assist you further on the website property.

CHAPTER 29 WEBSITE VARIABLES

In this chapter, you will:

- Learn about Website Variables
- Recognise features of Website Variables

29.1. About Website Variables

The variables are pre-defined variables for your website. These variables can be added and customised to suit your requirements. The variable can be used as options in your formset fieldsets.

29.2. How to View Website Variables

1. At the Maintenance menu bar, click on **[Website Variables]**

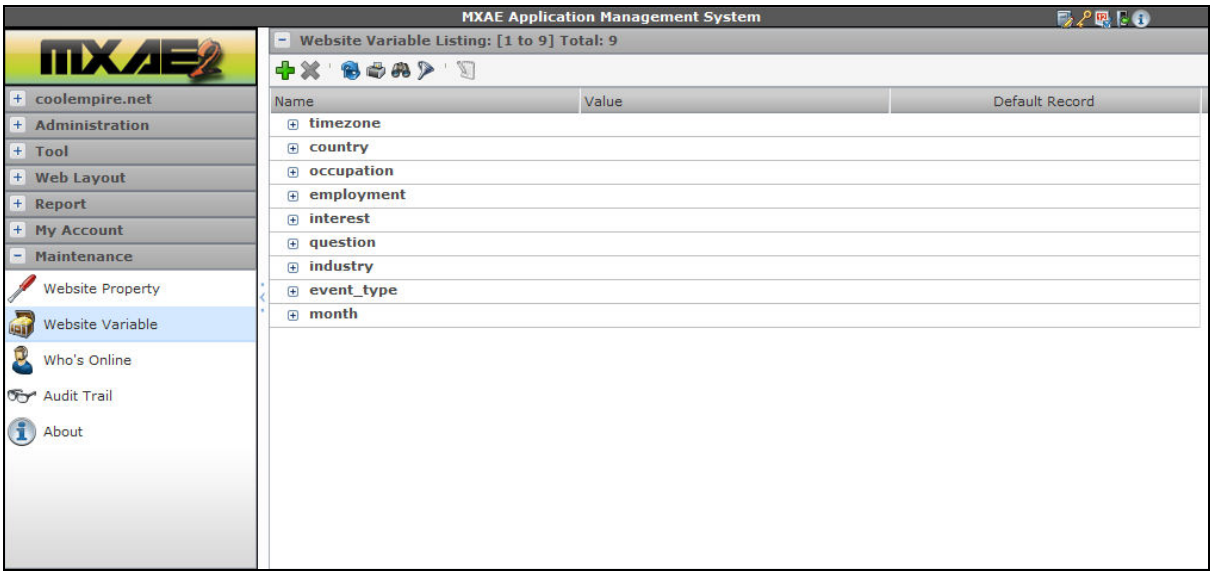


FIGURE 130: HOW TO VIEW WEBSITE VARIABLES

The details of the Website Variables Listing are explained in the table below:

Column	Description
Name	Name of website variable
Value	Value of website variable
Default Record	Choose options either Yes or No as your default selection

29.3. How to Add Website Variables

1. Go to: Maintenance > Website Variable > Click **[Add New Website Variable]**
2. A dialog box with the following fields will appear:

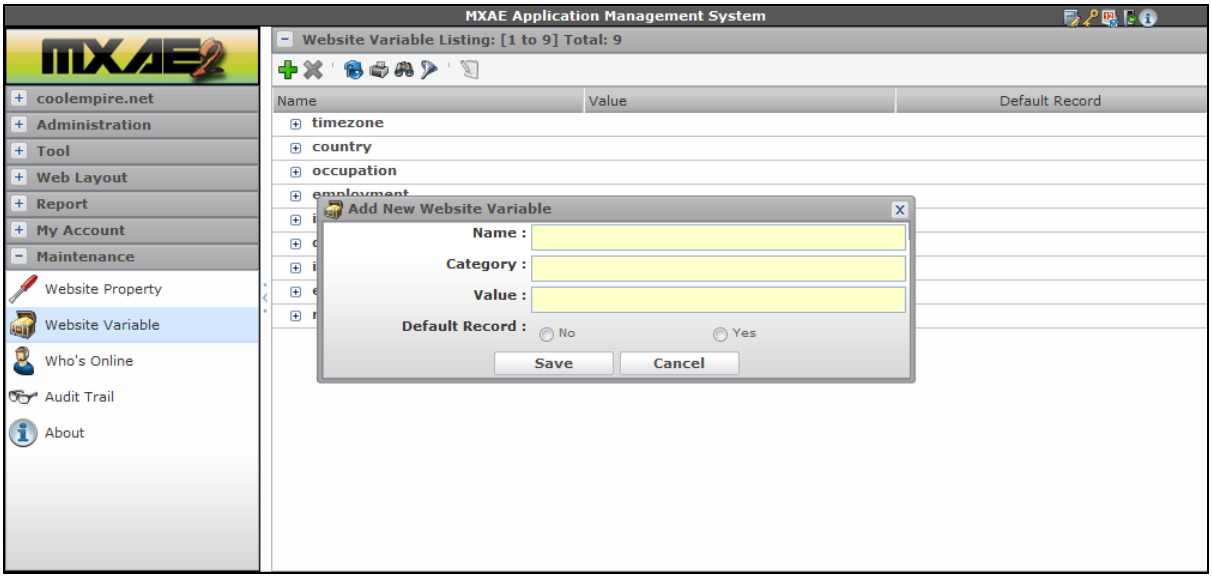


FIGURE 131: ADD NEW WEBSITE VARIABLE

Description	Additional Explanation and Tips
Name	Name of the Website Variable
Category	Category of the Website Variable (the grouping)
Value	Value of the Website Variable
Default Record	Choose between Yes or No

3. Click **[Save]** to store your new website variable

29.4. How to Refresh Website Variables

Go to: Maintenance > Website Variable > Click **[Refresh]**

Website variable listing panel will refresh and will list out all the variable lists

29.5. How to Edit Website Variables

1. Go to: Maintenance > Website Variable
2. Select the desired field > Click **[Edit [website variable name]]**
3. A dialog box will appear

4. Click **[Save]** to store your changes

29.6. How to Delete Website Variables

1. Go to: Maintenance > Website Variable
2. Click **[Delete]**
3. User will be prompted with confirmation dialog box before deletion

Website variable listing panel will refresh and will list out all the variable lists.